

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: May 14, 1957

FROM : J. P. MOHR

SUBJECT: ERRONEOUS OFFICE ADDRESS  
LETTER TO SAC FOSTER  
SAN FRANCISCO, CALIFORNIA*Nicholas P. Callahan*

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

b6  
b7C

The attached communication to SAC Foster by name, San Francisco, California, bears the office address of the Phoenix Office even though it was designated for San Francisco, California. This error was detected in the Mail Room the evening of May 13, 1957.

The communication was transmitting the cashier's check in the amount of \$10,000 payable to the widow of Special Agent Woffard W. Dufur who died on May 12, 1957, and as has been the policy in such communications transmitting such checks in the past, it was addressed to the SAC by name and indicated to go Personal and Confidential, via Air Mail - Special Delivery - Registered.

Under the error program Inspector Callahan, the dictator of the letter should receive a letter of censure. [redacted] the Stenographer, should be scored with an error.

It is felt that [redacted] in the Reading Room should also be scored with an error since it is the responsibility of the Reading Room to detect such errors.

RECOMMENDATION

1. It is recommended that Inspector N. P. Callahan be censured for this error. A suggested letter is attached.

ENCLOSURE

2. It is also recommended that [redacted] be scored with an error.

Enclosures *sent 5-15-57*CC: Mr. Cavanaugh (sent direct)  
Personnel Files of [redacted]NPC:gt MAY 20 1957  
(5)

RECORDED - 147

67-43411-21  
SEARCHED  
INDEXED  
SERIALIZED  
FILED  
MAY 20 1957  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.b6  
b7C

3/ENC

May 15, 1957

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

Under date of May 13, 1957, you dictated a communication to Special Agent in Charge Harvey G. Foster of the San Francisco Division which contained an error. Although this error was discovered and corrected before the communication left the Bureau, you were at fault for not having avoided the error in the first instance.

Accordingly, it will be necessary for you to exercise more thoroughness and greater accuracy in the preparation of official correspondence in the future so that no further occasion will arise to criticize you in this manner.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

MAILED 8

MAY 15 1957

COMM-FBI

RECORDED - 139

MAY 15 11 29 AM '57

CC: Mr. J. P. Mohr (PERSONAL ATTENTION)  
Administrative Division Personnel File

JIC:gt(5)

Cover memo J. P. Mohr to Mr. Tolson dated 5/14/57  
captioned "Erroneous Office Address, Letter to SAC Foster  
San Francisco, California. NPC:gt"

Tolson  
Nichols  
Boardman  
Belmont  
Mohr  
Parsons  
Rosen  
Tamm  
Trotter  
Tele. Room  
Holloman  
Gandy

Mail Room

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

5-6-57

I certify that I have ~~received~~ the following Government property for official use:  
returned

Remington Portable Typewriter #QR-2941654

FILE

3-M

PER JLB

READ- NOT

1 MAY 7 1957

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.  
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY.

Very truly yours,

*N. P. Callahan*

N. P. Callahan

84

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

Name of Employee: NICHOLAS P. <sup>D</sup>CALLAHAN

Where Assigned: Administrative Front Office  
(Division) (Section, Unit)

Official Position Title: Inspector

Rating Period: from April 1, 1956 to March 31, 1957

ADJECTIVE RATING: EXCELLENT Employee's Initials  
Outstanding, Excellent, Satisfactory, Unsatisfactory mc

Rated by: [Signature] Assistant Director 3/31/57  
Signature Title Date

Reviewed by: Clyde A. Tolson Associate Director 3/31/57  
Signature Title Date

Rating Approved by: \_\_\_\_\_  
Signature Title Date

**TYPE OF REPORT**

(X) Official  
(X) Annual

( ) Administrative

( ) 60 Day 43 961-279  
( ) Transfer  
( ) Separation from Service  
( ) Special 41

RECORDED-97

1 APR 29 1957

FEDERAL BUREAU OF INVESTIGATION

1957

70

3- [Signature]



# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Nicholas P. CallahanTitle InspectorRating Period: from 4/1/56 to 3/31/57

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <u>E</u> (1) Personal appearance.   | <u>○</u> (17) Firearms ability.   |
| <u>+</u> (2) Personality and effectiveness of his personal contacts.  | <u>E</u> (18) Development of informants and sources of information.   |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>○</u> (19) Reporting ability:  |
| <u>+</u> (4) Physical fitness (including health, energy, stamina).  | <u>○</u> (a) Investigative reports  |
| <u>+</u> (5) Resourcefulness and ingenuity.   | <u>○</u> (b) Summary reports  |
| <u>+</u> (6) Forcefulness and aggressiveness as required.   | <u>○</u> (c) Memos, letters, wires  |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.   | (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.) |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>○</u> (20) Performance as a witness.   |
| <u>+</u> (9) Planning ability and its application to the work.  | <u>E</u> (21) Executive ability:  |
| <u>+</u> (10) Accuracy and attention to pertinent detail.   | <u>+</u> (a) Leadership   |
| <u>+</u> (11) Industry, including energetic, consistent application to duties.  | <u>+</u> (b) Ability to handle personnel  |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | <u>+</u> (c) Planning   |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.   | <u>+</u> (d) Making decisions   |
| <u>+</u> (14) Technical or mechanical skills.   | <u>+</u> (e) Assignment of work   |
| <u>○</u> (15) Investigative ability and results:  | <u>+</u> (f) Training subordinates  |
| <u>○</u> (a) Internal security cases  | <u>+</u> (g) Devising procedures  |
| <u>○</u> (b) Criminal or general investigative cases  | <u>+</u> (h) Emotional stability  |
| <u>○</u> (c) Fugitive cases   | <u>+</u> (i) Promoting high morale  |
| <u>○</u> (d) Applicant cases  | <u>+</u> (j) Getting results  |
| <u>○</u> (e) Accounting cases   | <u>○</u> (22) Ability on raids and dangerous assignments:   |
| <u>○</u> (16) Physical surveillance ability.  | <u>○</u> (a) As leader  |
|   | <u>○</u> (b) As participant   |
|   | <u>E</u> (23) Organizational interest, such as making of suggestions for improvement.   |
|   | <u>+</u> (24) Ability to work under pressure.   |
|   | <u>+</u> (25) Miscellaneous. Specify and rate:  |
|   | <u>+</u> Dictation ability  |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Executive, administrative and supervisory

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Bureau executive or administrator

C. (1) Is employee available for general assignment wherever needs of service require? YES (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? YES (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? NO 2. Has employee used more sick leave during rating period than earned during such period? NO (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No

If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

**EXCELLENT**

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

nic

Mr. Callahan is the Number One Man of the Administrative Division and handles my desk in my absence. He is an excellent-Bureau employee and performs his duties in an excellent manner.

Mr. Callahan's knowledge and ability concerning budget matters, and particularly the Bureau's budget, are outstanding. He has an outstanding knowledge of the Bureau and its activities and demonstrates the aptitude of expressing the relationship of the Bureau's activities in terms of budget material in a superlative manner. To foster his work in the budget field for the Bureau, he has outstanding contacts at the Budget Bureau, the General Accounting Office and in both Houses on the Hill.

Mr. Callahan handles matters pertaining to transportation and in this field he does a fine job, particularly in the way he develops and utilizes his contacts.

In the performance of his duties he is required to review and approve large volumes of mail and he has been censured for his failure to approve only that mail which is free of errors of form. He is conscious of the necessity for absolute accuracy in the work handled in the division and is cooperative in striving to eliminate all errors.

During 1956, Mr. Callahan served as President of the FBI Recreation Association and during that period the Association enjoyed one of its most active programs. During 1956, a European tour to be taken in 1957 by Bureau employees was organized and the response has been tremendous. Mr. Callahan was commended for his fine work in connection with the FBI Recreation Association. Mr. Callahan also received a fine letter of commendation from the Director for the most competent personal supervision he gave to the Director's material used before the House Subcommittee on Appropriations.

I regard Mr. Callahan as a fine Bureau representative who is absolutely loyal to the organization and to the Director. It is a pleasure to be associated with him and have the benefit of the excellent manner in which he performs his duties. He is possessed of considerable executive and administrative ability and the Bureau will best benefit by utilizing this ability at the Seat of Government. He has the necessary executive ability, however, to operate a Bureau field office.

Free

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

4-3-57

I certify that I have received the following Government property for official use:

~~in return~~

Royal portable Typewriter #D-3404261

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

67-NOT RECORDED

9 APR 29 57

Very truly yours,

*N. P. Callahan*

N. P. Callahan

3/12

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

3-27-57

I certify that I have received the following Government property for official use:

~~returned~~

Remington Portable Typewriter #QR 2941654

RETURNED

Remington Portable Typewriter #QT 2345900

FILE

3-M

PER JLB

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

67-NOT RECORDED

9 APR 3 1957

Very truly yours,

*N. P. Callahan*

N. P. Callahan

90

March 4, 1957

PERSONAL

Dear Callahan:

On today, your Twenty-second Anniversary with the FBI, I am very happy to extend to you my heartiest congratulations. This occasion should be a proud one for you, just as it is for me, in the realization of a job well done through many years of devoted and loyal service. I do appreciate sincerely your efforts and hope that we in the Bureau may have the benefit of your services for many years to come.

Sincerely,

J. Edgar Hoover

67-43 961-278

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

137

6 MAR 5 1957

JEH:tlc

THREE  
67

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

SENT FROM D. O.  
TIME 2:00 PM  
DATE 3-4-57  
BY 782

January 31, 1957

Personal and Confidential

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Callahan:

Your most competent personal supervision of the preparation of the material used by me before the House Appropriations Subcommittee is surely deserving of special recognition.

I was highly pleased with the quality of the material and know that the fine character of it is attributable to a great degree to the careful and intelligent attention you gave each phase of its preparation. You are indeed deserving of my sincere gratitude and commendation for another fine performance.

Sincerely yours,  
J. Edgar Hoover

CC: Mr. Mohr (Personal Attention)

CRD:js  
(4)

Based on memo Mr. Mohr to Mr. Tolson 1/23/57 NPC:gt

Salutation per Reading Room.

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

RECEIVED  
JAN 31 1957  
COMM-FED  
RECORDED  
INDEXED  
FEB 1 1957  
WB 1002

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: January 10, 1957

FROM : N. P. CALLAHAN *ma*SUBJECT: FBI RECREATION ASSOCIATION  
ANNUAL REPORT  
CALENDAR YEAR 1956

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

There is attached a detailed report submitted by Activity Promoter  , concerning the FBIRA activities during the calendar year 1956. b6  
b7c

There was a total of 13,247 paid memberships.

The Camp Show Troupe had a very successful and full year again in 1956 and have performed 163 times since the troupe's inception in 1952 to the various military installations in this area.

A St. Valentines Dance was held in 1956 plus our second "name band" dance which was originated in 1955 was held on November 17, 1956; this dance commemorated the FBIRA's Twenty-Fifth Anniversary and was a huge success.

Two New York Excursion Trips and one Moonlight Potomac Cruise; and a new excursion to Williamsburg, Virginia; Skyline Drive; and the Luray Caverns; and also a trip to the Maryland-Tennessee Football Game in Knoxville, Tennessee.

The FBIRA Varsity Baseball Team won second half of Washington Post Industrial League and runners-up in City Championship. The Intra-mural Baseball League was again organized and a new trophy was established for this league. We had 17 basketball teams and the FBIRA Men's Varsity Team finished in second place in A League of Recreation Department and FBIRA Girls' Varsity Team won D. C. Recreation Department's League One Trophy for fourth consecutive year.

We held the FBIRA Tournament of Champions for six Duck Pin Intra-mural Teams in June, 1956, and also again sponsored team of Ten-Pin bowlers in Classic League in Washington.

Enclosures

NPC:gt

(2)

*classifying*

16 copies - 21  
JAN 31 1957 78  
1-36-34

3-14

The FBIRA held for the first time a Golf Field Day for men and women which was enjoyed by all who entered the tournament. There were four golf teams again this year and they had successful year winning in the Federal Golf Association Inter-Agency Team Match finals.

The FBIRA for the first time planned an all-day outing at Quantico, Virginia, and approximately 1000 people attended this affair. It was considered a very good event to hold each year and so it was recommended and approved by the Director that the Quantico Field Day be held annually.

Plans were also formulated in 1956 for a European Tour in 1957 and the response was excellent. We have chartered three planes with a total of 185 employees and their families taking this tour.

The cost for the printing of "The Investigator" was again borne by the FBIRA at total cost of \$6,807.19; which includes Puzzle Contest which was held this year and contained in the "Investigator" and three prizes given.

Miscellaneous sport activities such as Touch Football, tennis, etc. were sponsored; also FBIRA again this year defrayed cost for Muzak.

Tickets for Ice Capades were purchased at discount for FBIRA members. A glee club was organized in December of 1956.

### RECOMMENDATION

It is recommended that the following individuals be commended for the personal time and effort expended by them in making 1956 a successful year for the FBIRA:

1. Raymond C. Renneberger, Treasurer, Administrative Division: Mr. Renneberger has continued to do an excellent job in this capacity and shows continued enthusiasm and interest in the welfare of the organization.

2. [redacted] Activity Promoter, Investigative Division: [redacted] functioned most capably in this capacity during his term of office; instituted several new activities such as the Quantico Field Day and tours to nearby places of historical interest. He personally supervised all of the activities and did a commendable job.

3. [redacted] Secretary, Administrative Division: [redacted] served as Secretary to the President in a most capable manner.

b6  
b7C



In fact, in view of [redacted]'s transfer from the Identification Division to the Investigative Division after his entry into office, he did not have sufficient clerical help to handle the duties of secretary for him and [redacted] willingly gave of her own time to carry this additional burden and did so in a very commendable fashion.

4. Assistant Activity Promoters [redacted], Administrative Division; Special Agent Joseph A. ~~Connors~~, Jr., Washington Field Office; [redacted] Records and Communications Division; [redacted] Records and Communications Division and Billy T. ~~Frazier~~, Identification Division; all of these Assistant Activity Promoters assisted the Activity Promoter in a commendable fashion and devoted much of their personal time and effort to all activities assigned to them.

b6  
b7c

5. [redacted] Director of the FBIRA Camp Show Troupe; Special Agent [redacted] Coach and Manager of the FBIRA Baseball Team; Special Agent Wallace A. ~~Hawkins~~, Basketball Commissioner; Special Agent Mario ~~Gregorio~~, Intra-Mural Baseball League; Special Agent Maurice F. ~~Donagan~~, Jr., Golf Commissioner; Walter ~~Spooner~~, Softball Commissioner; Special Agent William E. ~~Leishear~~, Tennis Commissioner; and Special Agent Gerald J. ~~Engert~~, Touch Football Commissioner; all these individuals coordinated the various activity they supervised and did a commendable job.

*I agree and recommend  
Callahan be commended  
for the fine job he did.*

*JRN*

*1/14/57*

*pm*

*62-15  
1-15  
V*

*Letter to all employees  
1/18/57 -  
LH*

January 18, 1957

Personal and Confidential

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Callahan:

I have reviewed with pleasure the report of the FEIRA activities during the year 1956 and feel that as President of the organization for last year you are deserving of special recognition and commendation.

The report reflects that the FBIRA again enjoyed a successful year and I am sure your guidance was a major factor in the very fine record of activities in which Bureau employees participated. I am most appreciative of your efforts in this connection.

Sincerely yours,

J. Edgar Hoover

CC: Mr. Mohr (Personal Attention)

LRH:js  
(4)

Based on memo, Mr. Callahan to Mr. Mohr 1/10/57 NPC:gt  
& recommendation of Mr. Mohr

Salutation per Reading Room.

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

JAN 23 1957

90

209

67-43 961-275  
8 JAN 24 1957  
JAN 24 1957  
JAN 24 1957

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

1-11-57

I certify that I have ~~received~~ the following Government property for official use:  
returned

Key to Room B-217 and B-216

83

~~B-218~~

67-NOT

JAN 14 1957

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

*N. P. Callahan*  
(hcc)  
N. P. Callahan

1. Agency and organizational designations <b>FBI, U. S. Dept. of Justice</b>	2. Pay roll period	3. Block No.	4. Slip No. <b>14403</b>
5. Employee's name (and social security account number when appropriate) <b>MR. NICHOLAS P. CALLAHAN Inspector 11814</b>	6. Grade and salary <b>GS 16 \$13,545</b>		

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PA
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:						11. Appropriation(s)		12. Prepared by		
								13. Audited by		

<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase				
14. Effective date <b>1-13-57</b>	15. Date last equivalent increase <b>7-17-55</b>	16. Old salary rate <b>\$13,330</b>	17. New salary rate <b>\$13,545</b>	18. Performance rating is satisfactory or better. <b>320</b>
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):				(Check applicable box in case of excess LWOP)
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP				<input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.
STANDARD FORM NO. 1126d--Revised Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 102				PAY ROLL CHANGE SLIP--PERSONNEL COPY <b>32 DEC 21 1956</b> MA:vc Initials of CI

December 11, 1956

Mr. N. P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Callahan:

I want you to know that I am most appreciative of the excellent arrangements which you made in connection with my trip to Cleveland.

Everything possible was done by you to facilitate my departure for Cleveland and my arrival on my return to Washington. I am grateful to you for your helpfulness in connection with my baggage.

With best wishes,

Sincerely,

151 J. Edgar Hoover

CT:DSS

RECEIVED FROM D. C.  
TIME 10:15 AM  
DATE 12-12-56  
BY rm vj

RECORDED-12

67-43961-274  
Searched 10 34  
Numbered 3  
5 DEC 12 1956  
FEDERAL BUREAU OF INVESTIGATION

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

38 DEC 14 1956

THREE

REPORT OF MEDICAL EXAMINATION

Div. 3

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or Print) Callahan, Nicholas P.		2. GRADE AND COMPONENT OR POSITION SA	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION Annual	6. DATE OF EXAMINATION 11-13-56
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT			
12. DATE OF BIRTH 12-26-13		13. PLACE OF BIRTH D. C.	
14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN			
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS Bethesda		16. OTHER INFORMATION	

17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL		LAST SIX MONTHS	
CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)			
NORMAL	ABNORMAL	(Check each item in appropriate column; enter "N.E." if not evaluated)			
		18. HEAD, FACE, NECK, AND SCALP			
		19. NOSE			
		20. SINUSES			
		21. MOUTH AND THROAT			
		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)			
		23. DRUMS (Perforation)			
		24. EYES—GENERAL (Visual acuity and refraction under items 62, 63, and 64)			
NE		25. OPHTHALMOSCOPIC			
		26. PUPILS (Equality and reaction)			
		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)			
		28. LUNGS AND CHEST (Include breasts)			
		29. HEART (Thrust, size, rhythm, sounds)			
		30. VASCULAR SYSTEM (Varicosities, etc.)			
		31. ABDOMEN AND VISCERA (Include hernia)			
		32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)			
		33. ENDOCRINE SYSTEM			
		34. G-U SYSTEM			
		35. UPPER EXTREMITIES (Strength, range of motion)			
		36. FEET			
		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)			
		38. SPINE, OTHER MUSCULOSKELETAL			
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS			
		40. SKIN, LYMPHATICS			
		41. NEUROLOGIC (Equilibrium tests under item 72)			
		42. PSYCHIATRIC (Specify any personality deviation)			
Females only		(Check how done)			
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL			

ENCLOSURE

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES	
O.—Restorable teeth I.—Nonrestorable teeth X.—Missing teeth XXX.—Replaced by dentures (6 X 8).—Fixed bridge, brackets to include abutments			
R I G H T 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 L E F T		Meets dental standards	

45. URINALYSIS: SP. GR. 1.005		46. CHEST X-RAY (Place, date, film number, result) Neg. 48315		47. SEROLOGY (Specify test used and result) Kahn, Neg.	
ALBUMIN Neg.	SUGAR Neg.	MICROSCOPIC Neg.	48. EKG Normal		49. BLOOD TYPE AND RH FACTOR
50. OTHER TESTS			10 NOV 30 1956 FEDERAL REGISTRATION		

38 DEC 4 1956

NOV 30 1956

MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 68		52. WEIGHT 164		53. COLOR HAIR Brown-Gray		54. COLOR EYES Brown		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESSE <input type="checkbox"/>		56. TEMP.	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 108 DIAS. 68		RECUM. BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 72		AFTER EXERCISE		2 MIN. AFTER RECUMBENT AFTER STANDING 3 MIN.	
59. DISTANT VISION				60. REFRACTION				61. 0.62 M NEAR VISION			
RIGHT 20/		CORR. TO 20/		BY		S.		CX		20.15 CORR. TO 20-10 BY LENS	
LEFT 20/		CORR. TO 20/		BY		S.		CX		20.15 CORR. TO 20-12 BY LENS	
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) AOC 1940 18/18				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION	
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV 15 15 SV 15 /15		LEFT WV 15 15 SV 15 /15		250 250		500 512		1000 1024		2000 2048	
				3000 2896		4000 4096		8000 8192			
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY											

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE					
						P U L H E S					
77. EXAMINEE (Check) <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT QUALIFIED FOR Strenuous Physical Exertion and use of Firearms.						PHYSICAL CATEGORY					
						A B C E					
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE /S/ G. R. Johnston					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE /S/ J. B. Ferris					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE NUMBER OF ATTACHED SHEETS					

ATTACHMENT TO STANDARD FORM 88  
(Revised December 5, 1955)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations, should be afforded whenever possible.)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical exertion. (Designate which)  
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? Does examinee have any defects prohibiting safe operation of motor vehicles?

No  
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

E. R. Johnston  
(Signature of Medical Examiner)

NOV 20 1956  
(Date)

CALLAHAN, N. P.

ENCLOSURE 67-43 961-273



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: October 4, 1956

FROM : C. L. ROGERS

SUBJECT: SUPPLEMENTAL AGREEMENTS - SURETY BONDS

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

Attached are supplemental agreements of the Ohio Casualty Insurance Company, Hamilton, Ohio, which have been retained in the safe in your outer office, Room 5515. These agreements, insofar as N. P. Callahan and A. P. Gunsser are concerned, have been superceded by more current agreements. Those concerning W. R. Glavin and [ ] are of no current use since these individuals are no longer with the Bureau. The one concerning [ ] is of no current use since he no longer occupies a position making the agreement of current interest. The agreements attached are as follows:

Supplemental  
Agreement to  
Bond Number

PrincipalAmountDate

537,992	Nicholas P. Callahan	\$5,000	6-1-51
537,822	Albert P. Gunsser	5,000	6-1-51
665,240	William R. Glavin (Letters from Ohio Casualty company dated 3-30-54 and 3-31-54, directed to Mr. Glavin are attached)	5,000	4-1-54

553,271

5,000 3-3-52

547,401

5,000 10-24-51

ACTION:

That for permanent record purposes, the Supplemental Agreement concerning each named principal as indicated above be placed in the personnel file of that individual along with a copy of this memorandum.

CLR:eam

(8)

Enclosures (5) ENCLOSURE

66 OCT 23 1956

RECORDED - 147  
INDEXED - 68

67-43961-272

OCT 17 1956

FEDERAL BUREAU OF INVESTIGATION

OCT 9 1956

CLASSIFIED

# The Ohio Casualty Insurance Company

HAMILTON, OHIO

## SUPPLEMENTAL AGREEMENT

A certain Bond, No. 537992, wherein Nicholas P. Callahan (Principal)  
 of Washington, D. C. (City) is (State) Principal,  
 in the amount of Five thousand (\$5000.00) Dollars,  
 in favor of USA, Dept. of Justice  
 and dated on or about the 1st day of June, 1951, on which The Ohio  
 Casualty Insurance Company, of Hamilton, Ohio, is Surety.

IN CONSIDERATION of the payment by the Principal of \$4.00 in advance, and \$4.00  
 on each anniversary of the effective date of this Agreement so long as this Agreement is in force, The Ohio Casualty Insurance  
 Company, of Hamilton, Ohio (hereinafter called the Company), surety on that certain bond described above, does hereby agree  
 with the Principal in said bond as follows:

Paragraph I That in the event any claim, demand, suit, action or other proceeding is made or brought under said bond for loss or  
 damage arising out of an alleged breach of the conditions of said bond, the Company hereby agrees, subject to the con-  
 ditions and limitations hereinafter set forth:

- A. To investigate all such claims or demands, of which the Company shall have notice as required herein.
- B. To defend, on behalf of the Principal, any suit, action or other proceeding brought to enforce such claims.
- C. To pay any sums not exceeding the amount specified in Paragraph II hereof, which the Principal has obligated himself to pay under said bond by reason of the liability imposed upon him by law on account of such claims, demands, suits, actions, or other proceedings.
- D. To waive any rights to be indemnified by, or to recover from, said Principal, any sums paid by the Company under said bond unless the amount of such sums exceeds the amount specified in Paragraph II of this Agreement.

Paragraph II The total liability of the Company under this Agreement is limited to the sum of Five thousand  
 (\$5000.00) Dollars.

Paragraph III This Supplemental Agreement shall apply only to acts of the Principal occurring on or after the 1st  
 day of June, 1951, and prior to the cancellation or termination of this Agreement or the bond as pro-  
 vided in Condition 9.

### THIS AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS, WHICH SHALL BE CONDITIONS PRECEDENT TO ANY RECOVERY HEREUNDER:

1. That this agreement shall not apply to any claim, demand, action, suit or other proceeding which is predicated, in whole or in part, on

(a) The dishonest or fraudulent act of the Principal, or the dishonest or fraudulent act of the Principal's agents, deputies or employees, for which the Principal may be liable under the bond;

(b) The failure of said Principal to account for any moneys or funds, where such failure was due to the closing or insolvency of any bank or other depository, or to the suspension of payments by any bank or other depository;

(c) The act of any agent, deputy or employee of the Principal (other than a dishonest or fraudulent act of the agent, deputy or employee of said Principal for which the Principal may be liable under the bond, which are expressly excluded in subparagraph (a) of this Condition), or the happening of any casualty or event where the Principal holds valid and collectible indemnity, suretyship, insurance or other security under which he would be indemnified, insured or made secure on account of such loss caused by such agent, deputy or employee or through the happening of such casualty or event.

(d) Any act of the Principal, his agents, deputies or employees, which is not recoverable under the bond.

2. The Principal, on knowledge of any claim being made against him under the bond, and, if he is a certifying officer, on knowledge of any question being raised by the General Accounting Office concerning any voucher, or account certified by him, and, if he is not a certifying officer, on knowledge that any question has been raised concerning any act or omission which might give rise to a claim under the bond, shall give written notice thereof within ten days to the Company or to its authorized agent.

3. If claim is made or suit is brought against the Principal, the Principal shall immediately forward to the Company, every demand, notice, summons, or other process received by him or his representatives;

4. The Principal shall cooperate with the Company in facilitating the investigation and disposition of claims and suits, and, upon the Company's request, shall attend hearings and trials and shall assist in the conduct of suits, in making settlements, in securing and giving evidence, and in obtaining the attendance of witnesses; but the Principal shall not, except at his own cost and risk, voluntarily assume any liability or incur any expense or settle any claims without the written consent of the Company previously given.

5. In the event of any payment by the Company of loss or expense under this Agreement, the Company shall be subrogated to all of the Principal's rights of recovery therefor, and the Principal shall execute all papers required and shall do everything necessary to secure such rights.

6. Where the Company has made any payments of any loss, costs or expense, such payments, as between the Principal and the Company, shall be deemed payments in reduction of the Company's liability under said bond and this Agreement, and the terms of this Agreement shall be applicable only to any remainder.

7. Irrespective of the number of years that this Agreement is in force and the number of annual payments made therefor by the Principal, the aggregate amount of the Company's liability under this Agreement shall not exceed the amount set forth in Paragraph II of this Agreement, which amount shall be considered a part of, but not in addition to, the amount of the bond.

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have received the following Government property for official use:  
returned

INSPECTOR'S MANUAL # 12  
(issued 8-15-56)

RETURNED

*destroyed 4/30/56*

INSPECTOR'S MANUAL # 16  
(issued 4-7-52)

67-NOT RECORDED

READ

5 SE 1 1956

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.  
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY.

FILE

3-M

PER

Very truly yours,

*N. P. Callahan*  
N. P. Callahan

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: August 17, 1956

FROM : J. P. MOHR

SUBJECT: NICHOLAS P. CALLAHAN  
Number One Man  
Administrative Division

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

ERRORS IN CORRESPONDENCE

Since May 10, 1956, Mr. Callahan has initialed ten items of correspondence containing typographical and form errors which he failed to detect. He handles an exceptionally heavy volume of mail on a daily basis; however, I feel that he should have detected some of these errors and had them corrected before permitting the correspondence to leave this division. He has assured me he will do everything possible to detect the errors in the future.

RECOMMENDATION

In accordance with existing policy, I recommend that Mr. Callahan receive a letter of censure.

OK  
JPM  
8/17

A PERMANENT BRIEF OF MR. CALLAHAN'S FILE IS ATTACHED.

Enclosure

RC:akc  
(2) akc

RECORDED - 142

8/27/56 letter of censure to J. N. [unclear] act

67-43961-27

Searched \_\_\_\_\_

Numbered 9

10 AUG 27 1956

FEDERAL BUREAU OF INVESTIGATION

47 29

64 AUG 27 1956

3/10

1956

August 22, 1956

~~PERSONAL AND CONFIDENTIAL~~

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington 25, D. C.

Dear Mr. Callahan:

My attention has been directed to the fact that in the recent past you have failed to detect and have corrected a number of nonsubstantive errors in official correspondence which you have approved.

Your failure to observe these errors indicates the need for greater thoroughness and care in reviewing all official mail in order that such errors may be eliminated in the future.

Very truly yours,

J. Edgar Hoover

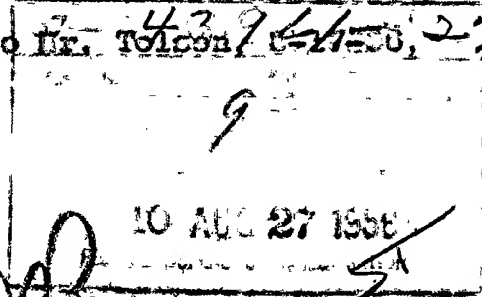
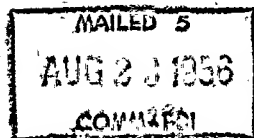
John Edgar Hoover  
Director

TJH:jlw/abt  
(5)

cc: Mr. J. P. Mohr (Personal Attention)  
Seat of Government, Administrative Division File

Based on memo from J. P. Mohr to Mr. Tolson, 8-15-56, 270  
ERC:ake

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: June 15, 1956

FROM : J. P. MOHR

SUBJECT:

[redacted]  
 Special Agent  
 Washington Field Office  
 EOD [redacted] - Clerk  
 [redacted], Special Agent  
 GS-13, \$9420 per annum  
 Non-Veteran  
 Not on Probation  
 Resigning Effective [redacted]

L. P. Callahan

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

J. P. Mohr

[redacted]

b6  
b7c

In connection with my memorandum of June 13, 1956, concerning the transfer request of SA [redacted] on May 17, 1956, you and the Director raised a number of questions which will be answered and explained hereafter. My memorandum pointed out that we had made an error on the yellow copy of the letter to SA [redacted] dated May 23, 1956, concerning the notation as to where SA [redacted]'s name appeared on the San Francisco Office of Preference list. You asked who made this error.

The notation on the yellow stated that SA [redacted]'s name appeared sixth on the San Francisco list. In reviewing this matter I noted his name appeared thirtieth on the Los Angeles list and this caused me to check all the lists. I found that actually SA [redacted]'s name appeared fifty-fourth instead of sixth and so stated in my memorandum. I cannot fix responsibility for this error at this time. Supervisor [redacted] who prepared the letter to SA [redacted] telephonically checked with a secretary in my outer office, [redacted] as to where SA [redacted]'s name appeared on the list for the offices he desired. [redacted] was given some figures by [redacted] and at this date he cannot state just what those figures were although he is inclined to believe that the figures placed on the yellow of the outgoing letter were those furnished by [redacted]. I would like to point out that it appears almost impossible for [redacted] to have furnished the information that SA [redacted] appeared sixth on the list when she actually had to go all the way to the fifth page of the list to find his name. The list is very clear and the agent's number on the list appears directly in front of his name. In the future supervisors will be required to personally check the list so that this type of error will not recur. This will be no hardship and will result in eliminating future errors of this type. We maintain only one set of books on the Office of Preference and it would be too expensive to maintain more than one.

ERC:gt

2

Lets to [redacted] Newford  
 J. P. Callahan & Mohr  
 J. P. Mohr 6-19-56

HE

J. P. Mohr

Memo to Mr. Tolson (continued)

3. That Assistant Personnel Officer W. S. ~~X~~Tavel who approved the letter for the Personnel Section be censured;

4. That Inspector N. P. ~~X~~Callahan who approved the communication for the Administrative Division be censured;

5. That Inspector Nease who approved the letter for Mr. Tolson be censured.

6. That I be censured because of my responsibility for the operations of this Division.

PERMANENT BRIEFS OF THE FILES OF [REDACTED] TAVEL, HERFORD  
CALLAHAN AND NEASE ARE ATTACHED.

b6  
b7c

Memo to Mr. Tolson (continued)

You noted that this matter was very badly handled by Supervisor [ ] and stated that he should be censured. In this connection the Director noted, "Yes, but where does [ ] fit in. H." The Director also noted, "It was atrociously handled. Apparently consideration is not given to one's outstanding record and length of service when he has a real problem. There certainly must be in S. F. & L. A. men with much shorter service and by no means such fine records as [ ] had. H."

SA [ ] is assigned to the Personnel Section of the Administrative Division and made the initial analysis of SA [ ]'s letter and prepared the outgoing letter to SA [ ] referred to above. By way of explanation, SA [ ] advised me today that he carefully reviewed SA [ ]'s letter and concluded that his request was in the nature of an Office of Preference transfer and was not based upon a pressing personal problem. [ ] pointed out that in his letter SA [ ] stated that his Mother had had a stroke but that her condition had measurably improved. In addition, SA [ ] specifically pointed out that he did not intend that his letter be a request for a transfer due to any particular hardship. In the past and in accordance with policy set forth in SAC Letter #54-63 dated 11/9/54, requests of this nature have been handled in the manner that [ ] handled instant case. [ ] ascertained that [ ]'s name did not appear on the top of any of the offices he listed and therefore, he prepared the outgoing letter and did not prepare a cover memorandum. This procedure has been in effect since the issuance of the above-mentioned SAC Letter.

b6  
b7C

*Any policy should be applied & interpreted in regard to common sense human values.*

In connection with our policy on handling these matters, the SAC Letter [ ] referred to pointed out that the Bureau had noted a growing trend to request hardship transfers, particularly on the part of newer Agents in the service based upon problems that do not appear to be extremely serious and others based on problems "such as aging parents which are common to almost all Agents." The SAC Letter further pointed out for the information of all Agents that the maintenance of hardship transfer list had been abandoned and "hereafter, when such requests are received, the office or offices requested will simply be listed as the Agent's offices of preference." As you are aware, we have made a number of exceptions to this rule, particularly in the case of Agents having various personal problems such as serious illnesses in the immediate family, illnesses on the part of Agents, polio cases, meningitis cases and a number of other serious situations. Agents having serious problems have been transferred to their office of preference regardless to where their names appear on the Office of Preference list; however, these have been very serious cases.



Memo to Mr. Tolson (continued)

Agents attending In-Service Training are reminded of the Bureau's policy and are in full accord with the policy. We have received numerous commendatory statements from Agents throughout the service and at the Seat of Government concerning the Bureau's present policy on transferring Agents to their office of preference. Many of the Agents we have turned down on hardship transfer requests have stated in letters and during interview after the situation was explained to them that they fully understood and they appreciated the Bureau's policy. Every Agent attending In-Service who is not in an office of preference makes it a point to check the office of preference list to see just where he stands. In addition, many of the Agents bring in additional names of Agents to be checked on the list. We receive numerous communications from the Field concerning the Office of Preference list. I honestly feel that our present policy has been a big boost to the morale of a vast majority of Agents throughout the service.

*Only if it is sensibly administered.*  
The letter to SA [ ] of May 23, 1956, was read and approved by a number of Supervisors and officials. It was initially approved by Unit Chief F. D. Hereford and by way of explanation, Mr. Hereford stated that he felt the letter was responsive and for the reasons noted by [ ] Hereford felt it was handled in accordance with existing policy.

It was then read and approved by Assistant Personnel Officer W. S. Tavel. Mr. Tavel has advised that he reviewed this matter very carefully and concluded that the action being taken was in conformance with existing Bureau policy and instructions in the above-mentioned SAC Letter and consequently, approved it for the Personnel Section.

Mr. Callahan approved the communication for the Administrative Division in my absence and stated that upon reviewing the background material available at the time, felt that the action being recommended was consistent with existing Bureau policy.

The communication was read and approved in Mr. Tolson's Office by Inspector Nease. Mr. Nease advises that he regrets that he did not properly evaluate Agent [ ] a letter, particularly so as he was familiar with his Bureau record. Nease states it had been called to his attention previously that [ ] might be interested in administrative advancement, then again that he might want to get back to the Laboratory; that while [ ] had previously been assigned to the Laboratory, he had expressed a desire to get back into

b6  
b7c

Memo to Mr. Tolson (continued)

the field and was transferred to the Washington Field Office at that time. When his letter came through indicating a desire for assignment to one of the western offices, Nease states, he very frankly but erroneously concluded that [ ] simply wanted a change and probably didn't know exactly what he did want to do. Nease states he will certainly exercise more care in evaluating such matters in the future.

*Apparent Nease is the only one who recognizes he failed to evaluate the letter. All the rest seem to be off the mark.*

I have again reviewed this entire matter and as I pointed out in my memorandum of June 13th, SA [ ]'s letter was construed by this Division to be a request for a future transfer when vacancies occurred in his offices of preference and when he specifically mentioned that his letter should not be taken as a request for a transfer due to any particular hardship, I can understand why the matter was construed as it was. It was also noted that SA [ ] listed Salt Lake City as his first office of preference even though his Mother presently resides in the suburbs of Los Angeles, a distance of some 550 airline miles from Salt Lake City. It is now obvious that the wrong conclusion was reached in this case and further, it is also obvious that a memorandum should have been prepared so that you and the Director could have had an opportunity to review all the facts in this matter. I am extremely sorry that we did not use better judgment and foresight in making our analysis of this situation. I can assure you that in the future all transfer requests regardless of the seriousness of the situation will be handled by appropriate memorandum, a brief of the Agent's file and a recommendation for appropriate action by this Division. In addition, I will personally review all such memoranda unless I am out of the office and unavailable. As you have instructed, these matters will be referred to you personally in the future.

*Noting policy. That was what I intended.*

#### RECOMMENDATIONS

In view of the manner in which this matter was handled, I recommend the following:

1. That Supervisor [ ] who prepared the letter be censured.

2. That Unit Chief F. D. Hereford who approved the letter be censured.

June 19, 1956

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

My attention has been called to the fact that you reviewed and approved a communication dated May 23, 1956, informing a Special Agent that favorable consideration could not be given at this time to his transfer to any one of his offices of preference. Although this agent has an above-average work record and expressed an interest in such transfer due to a serious personal problem, you did not properly evaluate these factors and as a result the wrong conclusion was reached in this matter. Furthermore, I have noted that in this instance there was a failure to apply and interpret existing Bureau policy with necessary common sense and good judgment.

I shall expect that in the future you will carry out your responsibilities with greater regard for the interests of the Bureau.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

43961-26A

JUN 21 1956  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

Tolson  
Nichols  
Boardman  
Belmont  
Mason  
Mohr  
Parsons  
Rosen  
Tamm  
Nease  
Winterrowd  
Tele. Room  
Holloman  
Gandy

TJN:bak (4)

cc - Mr. Mohr (Personal Attention)

Based on memo from Mohr to Tolson, 6/15/56, ERC:gt.

JUN 27 1956

## PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL)

CALLAHAN, NICHOLAS P.

DATE

4/30/56

DIVISION AND SECTION ASSIGNED

Administrative Division, Budget Section

POSITION TITLE

Inspector

THIS IS TO CERTIFY THAT I PRESENTLY ☒ HOLD ☐ DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.PERMIT ISSUED BY:  
(STATE, TERRITORY  
POSSESSION, DISTRICT)State of Maryland  
District of Columbia

PERMIT NUMBER

866168  
370050

Need not be renewed

PERMIT EXPIRES

3/31/57

THIS IS AN UNRESTRICTED (~~RESTRICTED~~) PERMIT. (IF RESTRICTED, EXPLAIN BELOW)  
(STRIKE OUT ONE)THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS, I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY 30,000 MILES. DURING THIS TIME (A) I ☒ HAVE ☐ HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I ☐ HAVE ☒ HAVE NOT BEEN HELD AT FAULT\* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

\* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.



SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL)

Smith, C. P.

POSITION TITLE

SPECIAL AGENT

DATE

7-20-56

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:

☒ CONTINUOUS SAFE DRIVING RECORD☐ INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT\*\*

I CERTIFY THAT THIS EMPLOYEE IS:

☒ QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.☐ NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:


53

3498

\*\* "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

  
(SIGNATURE OF REVIEWING OFFICIAL)

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>CALLAHAN, NICHOLAS P.</b>		2. DATE OF BIRTH <b>12/26/13</b>	3. TITLE / POSITION <b>Inspector</b>
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) <b>1301 Buchanan Street, N. E., Washington, D. C.</b>			5. EMPLOYING AGENCY <b>Dept. of Justice (FBI)</b>
6. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)			
YES	NO	YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. IF YOUR ANSWER IS "YES" TO ONE OR MORE OF THE ABOVE QUESTIONS, EXPLAIN FULLY IN THIS SPACE:			
8. (A) DO YOU WEAR GLASSES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (B) DO YOU WEAR CONTACT LENSES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
(C) DO YOU WEAR A HEARING AID? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
I certify that my answers above are full and true, and I understand that a false statement or dishonest answer to any question may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.			
SIGNATURE 		DATE <b>April 30, 1956</b>	

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL

I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:

- ☒ There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.
- ☐ On the basis of items checked on this form or other information, this applicant must be referred for physical examination before he is authorized to operate a Government-owned motor vehicle or his current authorization is renewed.
- ☐ Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:

SIGNATURE OF DESIGNATED OFFICIAL <b>C. Z. Smith</b>		DATE <b>2 JUL 20 1956</b>
<b>C7 - NOT RECORDED</b>		<b>7-20-56</b>

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: April 17, 1956

FROM : J. P. MOHR

 SUBJECT: NICHOLAS P. CALLAHAN  
 Number One Man  
 Administrative Division

 Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_
b6  
b7c

## ERRORS IN CORRESPONDENCE

Since February 1, 1956, Mr. Callahan has initialed 11 items of correspondence containing typographical errors which he failed to detect. Although none of these errors were substantive in nature, I feel that Mr. Callahan should have detected some of them even though he handles a very heavy volume of correspondence daily. He has assured me that he will do everything possible to eliminate these typographical errors from correspondence in the future and I feel sure there will be a very definite improvement in this respect.

### RECOMMENDATION:

In accordance with existing policy, I recommend that Mr. Callahan receive a letter of censure.

RECORDED - 144

A PERMANENT BRIEF OF MR. CALLAHAN'S FILE IS ATTACHED.

Enclosure

ERC:akc  
(2)

Letter censure to Callahan  
 4-20-56, 7:11 AM/dec  
 47 APR 26 1956

 2 APR 21 1956  
 FEDERAL BUREAU OF INVESTIGATION

3-26H

O 3

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

1.3

## REPORT OF PERFORMANCE RATING

O

Name of Employee: NICHOLAS P. CALLAHAN

Where Assigned: Administrative Division  
(Division) (Section, Unit)

Payroll Title: Inspector

Rating Period: from April 1, 1955 to March 31, 1956

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

*mc*

Rated by: *J. P. Mohr* Assistant Director 3/31/56  
Signature Title Date

Reviewed by: *Clyde A. Tolson* Associate Director 3/31/56  
Signature Title Date

Rating approved by: \_\_\_\_\_  
Signature Title Date

### TYPE OF REPORT

(X) Official  
(X) Annual

( ) Administrative

( ) 60-day 2 APR 4 1956

( ) Transfer

( ) Separation from service

( ) Special

Numbered 43961-266

36 APR 5 1956

*[Signature]*

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee NICHOLAS P. CALLAHAN Title Inspector  
Rating Period: from 4/1/55 to 3/31/56

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- |   |  |
|---|--|
| <p><u>✓</u> (1) Personal appearance.<br/><u>+</u> (2) Personality and effectiveness of his personal contacts.<br/><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/><u>+</u> (4) Physical fitness (including health, energy, stamina).<br/><u>+</u> (5) Resourcefulness and ingenuity.<br/><u>+</u> (6) Forcefulness and aggressiveness as required.<br/><u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.<br/><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.<br/><u>+</u> (9) Planning ability and its application to the work.<br/><u>✓</u> (10) Accuracy and attention to pertinent detail.<br/><u>+</u> (11) Industry, including energetic consistent application to duties.<br/><u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/><u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.<br/><u>0</u> (14) Technical or mechanical skills.<br/><u>0</u> (15) Investigative ability and results:<br/>    <u>0</u> (a) Internal security cases<br/>    <u>0</u> (b) Criminal or general investigative cases<br/>    <u>0</u> (c) Fugitive cases<br/>    <u>0</u> (d) Applicant cases<br/>    <u>0</u> (e) Accounting cases<br/><u>0</u> (16) Physical surveillance ability.</p> | <p><u>0</u> (17) Firearms ability.<br/><u>0</u> (18) Development of informants and sources of information.<br/><u>✓</u> (19) Reporting ability:<br/>    <u>0</u> (a) Investigative reports<br/>    <u>0</u> (b) Summary reports<br/>    <u>0</u> (c) Memos, letters, wires<br/>    (Consider: <u>✓</u> conciseness; <u>✓</u> clarity; <u>✓</u> organization; <u>✓</u> thoroughness; <u>✓</u> accuracy; <u>✓</u> adequacy and pertinency of leads; <u>✓</u> administrative detail.)<br/><u>0</u> (20) Performance as a witness.<br/><u>+</u> (21) Executive ability:<br/>    <u>+</u> (a) Leadership<br/>    <u>+</u> (b) Ability to handle personnel<br/>    <u>+</u> (c) Planning<br/>    <u>+</u> (d) Making decisions<br/>    <u>+</u> (e) Assignment of work<br/>    <u>+</u> (f) Training subordinates<br/>    <u>+</u> (g) Devising procedures<br/>    <u>+</u> (h) Emotional stability<br/>    <u>+</u> (i) Promoting high morale<br/>    <u>+</u> (j) Getting results<br/><u>0</u> (22) Ability on raids and dangerous assignments:<br/>    <u>0</u> (a) As leader<br/>    <u>0</u> (b) As participant<br/><u>+</u> (23) Organizational interest, such as making of suggestions for improvement.<br/><u>+</u> (24) Ability to work under pressure.<br/><u>+</u> (25) Miscellaneous: Specify and rate:<br/>    <u>+</u> Dictation ability<br/>    <u>+</u> Automobile driving ability</p> |
|---|--|

- A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Executive, Administrative and Supervisory
- B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Bureau Executive or Administrator
- C. (1) Is employee available for general assignment wherever needs of service require? YES (If answer is not 'yes', explain in narrative comments.)  
(2) Is employee available for special assignment wherever needs of service require? YES (If answer is not 'yes', explain in narrative comments.)
- D. Has employee had any abnormal sick leave record during rating period? NO (If so, explain in narrative comments.)

ADJECTIVE RATING :

**SATISFACTORY**

Outstanding, Satisfactory, Unsatisfactory



During the past year, Mr. Callahan has continued to function as #1 Man of the Administrative Division. He has performed his duties in an excellent manner, showing a high degree of initiative, knowledge and ability in connection with the work he is required to do.

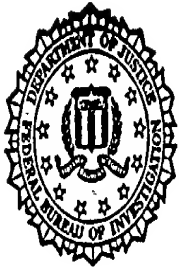
In an effort to achieve maximum results in connection with his work, he has done an outstanding job in developing sources and contacts outside of the Bureau with whom we have occasion to deal from time to time. His contacts are particularly outstanding in the transportation field, General Accounting Office, the Budget Bureau and on the Hill. As a result of these contacts, he has been able to obtain extremely worthwhile information to assist the Bureau in properly discharging the work in the Administrative Division.

He is required to review and approve large volumes of mail and he has been censured for failure to detect all typographical or minor errors in mail he has reviewed and approved. He is making every effort to completely eliminate all errors in any mail reviewed and approved by him. His attitude in this regard is excellent.

Mr. Callahan has an outstanding knowledge of budgetary procedures and problems and during the past year he has exhibited an outstanding ability to handle his work in this regard. His assistance in preparing budget material in my estimation has been outstanding and he has been the recipient of commendation from the Director for his work in this regard.

Mr. Callahan is a thoroughly loyal and conscientious employee and a credit to the Bureau. I regard his work performance during the pertinent rating period as having been of a very high caliber and I would rate his efforts as excellent.

*JMSC*



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

FD-253 (11-22-54)

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs. Lillian Callahan Relationship wife Date \_\_\_\_\_

Address 1301 Buchanan Street, Northeast, Washington, D. C.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Same as above Relationship \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

*[Handwritten signature]*

46 67 - NOT RECORDED  
MAR 12 1955 MAR 12 1956

Very truly yours,

*[Handwritten signature]*  
Special Agent

Washington, D. C.  
March 5, 1956

Mr. Tolson	✓
Mr. Nichols	
Mr. Boardman	
Mr. Belmont	
Mr. Mason	
Mr. Mohr	
Mr. Parsons	
Mr. Rosen	
Mr. Tamm	
Mr. Nease	
Mr. Winterrowd	
Tele. Room	
Mr. Holloman	
Miss Gandy	

Mr. J. Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington, D. C.

Dear Boss:

It was most generous and considerate of you to take your time to write me the very nice note of March 4, 1956, on the occasion of my Twenty-First Anniversary with the Bureau.

I cannot adequately express my gratefulness for the many opportunities which have been afforded me in the Bureau. I can simply state I am most appreciative for the many considerations which have been afforded me and hope that I will have the opportunity to serve you, Mr. Tolson and the Bureau for many years to come.

Sincerely,

*N. P. Callahan*  
N. P. Callahan

RECORDED-145

67-43961-265  
9  
6 MAR 6 1956  
THREE  
11/11

68  
33 MAR 6 1956

March 4, 1956

PERSONAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Callahan:

I am indeed pleased to join your many friends and associates who are extending congratulations to you on the occasion of your Twenty-first Anniversary with the FBI. Your loyal and dedicated service over the years has contributed materially to the accomplishments of the Bureau, and you may well take pride in your achievements, just as I do. It is my sincere hope that you will remain with the Bureau for many more years.

Sincerely,

*J. Edgar Hoover*

SENT FROM D. O.	
TIME	8:50 AM
DATE	3-5-56
BY	me

✓  
Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

JEH:eh

33 MAR 8 1956

RECORDED-145

173 2 2 52 PM '56

67-43961-264	
Searched	_____
Numbered	132
2 MAR 5 1956	
FEDERAL BUREAU OF INVESTIGATION	

THREE  
*me*

February 14, 1956

Ohio Casualty Insurance Company  
Barr Building  
910 - 17th Street, Northwest  
Washington, D. C.

Attention: Mr. Russell Reigart

Gentlemen:

This is to advise that under the terms of Public Law 323, approved August 9, 1955, the Department of Justice negotiated a contract providing surety bond coverage for all employees of this Bureau previously bonded by your company. This contract went into effect January 1, 1956. In view of this fact your responsibility as surety for the following employees of this Bureau for the positions indicated terminated as of the close of business December 31, 1955:

CERTIFYING OFFICERS

John P. Mohr  
N. P. Callahan  
A. P. Gunsser  
Jamie S. Johnson  
A. Everett Leonard  
Maurice F. Row

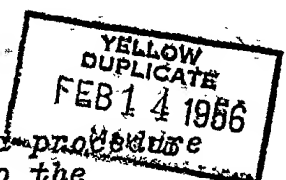
IMPREST FUND CASHIERS



b6  
b7c

Very truly yours,

John Edgar Hoover  
Director



146  
86 FEB 27 1956

NOTE: This is a part of the prescribed procedure under the authority delegated to the Director to designate "Authorized Certifying Officers" (Department Order No. 30-53, dated September 29, 1953)

ORIGINAL FILED IN 100-18940-771

NAME: (Nicholas P. Callahan)

TITLE: Inspector

PAYROLL # 11814

GRADE: GS 16, \$13,330

EOD: 3/4/35 as Messenger  
6/26/39 as Special Agent (A)

NOT ON PROBATION  
NON-VETERAN

ASSISTANT DIRECTOR MOHR:

Mr. Callahan is the #1 Man of the Administrative Division. He also supervises the work of the Budget and Accounting Unit, Voucher Unit, Legislative Unit, Payroll Unit and Property Procurement Unit. He has an excellent over-all knowledge of the work of this division and handles his duties in an outstanding fashion. His work on budget material is of a particularly outstanding nature.

Mr. Callahan is an extremely loyal employee to the Director and the Bureau, he is dependable and it is a pleasure to be associated with him.

RATING: SATISFACTORY

ASSISTANT DIRECTOR TAMM:

*Mr. Callahan is extremely loyal, sincere, honest, interested and capable. He does an excellent job and I would say is a definite asset to the Bureau.*

26  
36 FEB 10 1956

Inspection  
Administrative Division  
January 19, 1956  
JPM:DW

CLERK RECORDED-1  
3-2 M

February 2, 1956

Personal and Confidential

Mr. H. P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

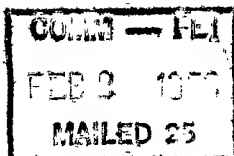
Dear Callahan:

The fine manner in which the material  
for my use before the House Appropriations  
Committee yesterday was prepared is due in no  
small way to your enthusiasm and conscientious  
efforts.

You did a very commendable job in  
this regard and I personally appreciate it  
very much.

Sincerely,

J. Edgar Hoover



FEB 2 1 32 PM '56  
RECEIVED READING ROOM  
FBI  
U.S. DEPT. OF JUSTICE

cc - Mr. Mohr

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

GAN:AO

(4)

36 FEB 10 1956

RECORDED - 141

7-43961-263  
144  
2 FEB 6 1956  
FEDERAL BUREAU OF INVESTIGATION

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: January 27, 1956

FROM : J. P. MOHR

SUBJECT: NICHOLAS P. CALLAHAN  
 Number One Man  
 Administrative Division

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

b6  
 b7C

ERRORS IN CORRESPONDENCE

Since November 10, 1955, Mr. Callahan has initialled a heavy volume of signature mail; however, he failed to detect ten typographical and form errors. None of the errors were of a substantive nature but were of the type that are very difficult to detect in correspondence, particularly when such a heavy volume must be read and approved daily. Mr. Callahan is doing everything possible to eliminate errors from correspondence, and I am sure there will be an improvement in the future.

RECOMMENDATION:

In accordance with the existing policy, Mr. Callahan should receive a letter of censure for failing to detect these ten errors in correspondence.

RECORDED - 144

ERC:eam  
 (2)

58 FEB 3 1956

Letter of Censure  
 to Callahan  
 1/31/56  
 Dem/Kem

67-43961-262

2 FEB 2 1956

FEDERAL BUREAU OF INVESTIGATION



January 31, 1956

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

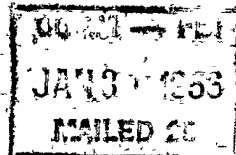
The Bureau has noted that on a number of occasions since November 10, 1955, you have reviewed and approved official correspondence containing nonsubstantive errors. As you are undoubtedly aware, it is imperative that Bureau correspondence be free from errors of this nature.

The Bureau is fully aware of the fact that it is necessary for you to review a heavy volume of official communications daily; nevertheless, you should intensify your efforts in the future to prevent errors of the type referred to above.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director



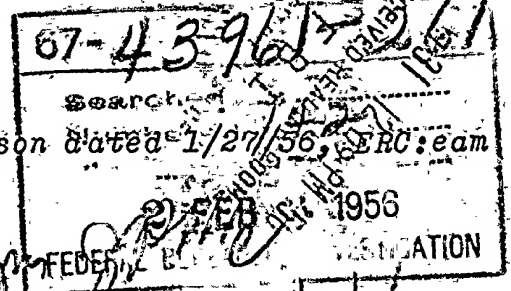
RECORDED - 144

DCM:klm  
(4)

cc - Mr. Mohr (Personal Attention)

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Based on memo J. P. Mohr to Mr. Tolson dated 1/27/56, ERC:eam



53 FEB 3 1956

January 27, 1953

Honorable Clarence Cannon  
House of Representatives  
Washington, D. C.

WILLIS P. CALLAHAN

My dear Mr. Chairman:

Many thanks for your thoughtful letter of January 20, 1953, relative to the assistance representatives of this Bureau have been privileged to render your Bureau and Investigations Staff of the Committee on Appropriations.

You may be sure it was a pleasure for Inspectors Nicholas P. Callahan and James E. Largent and Special Agents [redacted] Leo J. Gauthier, Raymond Renneberger, Carl L. Bennett and John A. Hall to have been of service to your Committee, and I am making copies of your letters available to them. I know they will share in the appreciation of Assistant Director John P. Mohr and me for your generous comments.

Sincerely yours,

b6  
b7C

cc - Mr. J. P. Mohr, with copy of incoming.  
cc - Mr. Nicholas P. Callahan, with copy of incoming.  
cc - SA, James E. Largent, with copy of incoming.  
cc - SA, [redacted], with copy of incoming.  
cc - SA Leo J. Gauthier, with copy of incoming.  
cc - SA Raymond Renneberger, with copy of incoming.  
2cc - Washington Field Office, with 2 copies of incoming.

(CONTINUED NEXT PAGE)

JMH:ask  
(19)



MAILED 100-100000

5 JAN 30 1956

Letter to Honorable Clarence Cannon

January 27, 1956

cc - Personnel file of Nicholas P. Callahan, with copy of incoming  
cc - Personnel file of James E. Nugent, with copy of incoming. b6  
cc - Personnel file of [redacted], with copy of incoming. b7C  
cc - Personnel file of Leo J. Gauthier, with copy of incoming.  
cc - Personnel file of Raymond Renneberger, with copy of incoming.  
cc - Personnel file of Carl L. Bennett, with copy of incoming.  
cc - Personnel file of John A. Ruhl, with copy of incoming.

NOTE: Bufile 62-77118 reflects Congressman Cannon is a long-time friend of the Bureau. He has been regularly congratulated from 1944 to 1954 upon his re-elections to Congress.

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DANIEL J. FLOOD, PA.  
WINSTED K. DENTON, IND.  
JAMES C. MURRAY, ILL.

House of Representatives  
Committee on Appropriations  
Eighty-fourth Congress  
Washington, D. C.

January 20, 1956

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FRANK T. BEW, OHIO

KENNETH SPRANGLE,  
CLERK AND STAFF DIRECTOR

TELEPHONE  
NATIONAL 6-1111  
EXT. 119

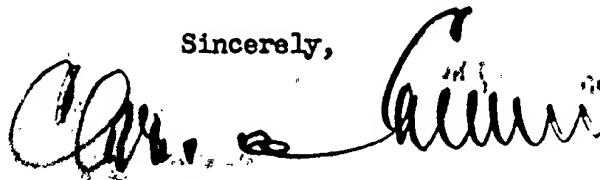
Honorable J. Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington 25, D. C.

Dear Mr. Hoover:

I want to express to you the appreciation of myself and the Committee for the cooperation which has been extended by you and your organization in furtherance of the work of our Surveys and Investigations Staff. In particular, I feel that the Assistant Director John P. Mohr and the men in his division should be commended for the careful selection of personnel for assignment to the Staff and for the assistance that has been rendered in preparing charts and graphs and reproduction of reports. Inspector N. P. Callahan and Messrs. [redacted], Ler Dauthier and Raymond Renneberger have all been most helpful in these matters.

Please accept my best wishes for a happy and prosperous New Year.

Sincerely,



Chairman

Clarence Cannon

b6  
b7C

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

1-5-56

I certify that I have received the following Government property for official use  
~~returned~~

Binoculars #80950

99

JAN 10 1956

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILIATE IT IN ANY WAY.

FILE

3-M

PER

*Handwritten signature*  
PROPERTY

Very truly yours,

*Handwritten signature*  
N. P. Callahan

# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>CALLAHAN, NICHOLAS P.</b>		2. GRADE AND COMPONENT OR POSITION <b>Inspector</b>	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <b>Annual</b>	6. DATE OF EXAMINATION <b>11-14-55</b>
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY      CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH <b>12-26-13</b>	
13. PLACE OF BIRTH <b>D.C.</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY, OR EXAMINER, AND ADDRESS <b>N.N.M.C.</b>		16. OTHER INFORMATION	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
-------------------------	------------------------------	-----------------

CLINICAL EVALUATION	
NORMAL	ABNOR- MAL
(Check each item in appropriate column: enter "N.E." if not evaluated)	
X	18. HEAD, FACE, NECK, AND SCALP
X	19. NOSE
X	20. SINUSES
X	21. MOUTH AND THROAT
X	22. EARS—GENERAL (Int. & ext. canals) (Audiometry acuity under items 70 and 71)
X	23. DRUMS (Perforation)
X	24. EYES—GENERAL (Visual acuity and refraction under items 69, 60, and 61)
NE	25. OPHTHALMOSCOPIC
X	26. PUPILS (Equality and reaction)
X	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
X	28. LUNGS AND CHEST (Include breasts)
X	29. HEART (Thrust, size, rhythm, sounds)
X	30. VASCULAR SYSTEM (Varicosities, etc.)
X	31. ABDOMEN AND VISCERA (Include hernia)
X	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
X	33. ENDOCRINE SYSTEM
X	34. G-U SYSTEM
X	35. UPPER EXTREMITIES (Strength, range of motion)
X	36. FEET
X	37. LOWER EXTREMITIES (Except feet) (Strength range of motion)
X	38. SPINE, OTHER MUSCULOSKELETAL
X	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X	40. SKIN, LYMPHATICS
X	41. NEUROLOGIC (Equilibrium tests under item 78)
X	42. PSYCHIATRIC (Specify any personality deviation)
Females only (Check how done)	
	43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary)

--Pilonodal dimple NCD  
--Hyposposdias, mild NCD

68 ENCL.

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES	
O.—Restorable teeth      X.—Missing teeth      (6 X 8).—Fixed bridge, brackets to include abutments 1.—Nonrestorable teeth      XXX.—Replaced by dentures																Calculus & stain	
X X X X X X X X X X X X X X X X																67-43961-260	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16																Searched	
32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17																Numbered 65	
X X X																RECORDED	

45. URINALYSIS: SP. GR. <b>1.025</b>			46. CHEST X-RAY (Place, date, film number, result) <b>Negative 45248</b>			47. SEROLOGY (Specify test used and result) <b>2 DEC 1 1955</b> <b>Kahn, Negative</b> <b>FEDERAL BUREAU OF INVESTIGATION</b>		
ALBUMIN <b>Neg.</b>	SUGAR <b>Neg.</b>	MICROSCOPIC <b>Neg.</b>	48. EKG <b>Normal</b>			49. BLOOD TYPE AND RH FACTOR <b>✓</b>		
50. OTHER TESTS								

DEC 5 1955

MEASUREMENTS AND OTHER FINDINGS																																			
51. HEIGHT 68		52. WEIGHT 162		53. COLOR HAIR Brown		54. COLOR EYES Brown		55. BUILD: <div style="display: flex; justify-content: space-around;"> <span>SLENDER <input type="checkbox"/></span> <span>MEDIUM <input type="checkbox"/></span> <span>HEAVY <input type="checkbox"/></span> <span>OBESE <input type="checkbox"/></span> </div>			56. TEMP.																								
57. BLOOD PRESSURE (Arm at heart level).						58. PULSE (Arm at heart level)																													
SITTING SYS. 114 DIAS. 62		RECUM. BENT SYS. DIAS.		STANDING (3 min.) Nov-23-2 30 PM '55		AFTER EXERCISE		2 MIN. AFTER		RECUMBENT AFTER STANDING 3 MIN.																									
59. DISTANT VISION				60. REFRACTION				61. 0.62M NEAR VISION																											
RIGHT 20/20		CORR. TO 20/		BY S. CX		20.10		CORR. TO		BY																									
LEFT 20/20		CORR. TO 20/		BY REC'D PERSONNEL SECTION		20.8		CORR. TO		BY																									
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD																																			
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) AOC 1940 18/18				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED																											
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION																									
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																											
RIGHT WV 15 7/15 SV 15 1/15		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th></th> <th>250 250</th> <th>500 518</th> <th>1000 1024</th> <th>2000 2048</th> <th>3000 2896</th> <th>4000 4096</th> <th>8000 8192</th> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							250 250	500 518	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192	RIGHT								LEFT											
	250 250	500 518	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192																												
RIGHT																																			
LEFT																																			
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY																																			

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

32 NCD  
34 NCD

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE					
						P	U	L	H	E	S
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS QUALIFIED FOR strenuous physical exertion and use of firearms. <input type="checkbox"/> IS NOT						PHYSICAL CATEGORY					
						A	B	C	E		
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER											
79. TYPED OR PRINTED NAME OF PHYSICIAN G. R. JOHNSTON, CAPT. MC, USN						SIGNATURE /s/ G. R. Johnston					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE /s/ A. T. Smith					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE					
						NUMBER OF ATTACHED SHEETS					

ATTACHMENT TO STANDARD FORM 88  
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee 15 qualified for strenuous physical  
(is or is not)  
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

No  
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

GR Johnston  
(Signature of Medical Examiner)

NOV 17 1955

(Date)

67-43961-260



Director, FBI

October 18, 1955

Legal Attaché - Havana, Cuba

VISIT OF STAFF MEMBERS OF  
SENATE APPROPRIATIONS COMMITTEE,  
UNITED STATES CONGRESS, TO HAVANA, CUBA  
RESEARCH MATTER

On October 17, 1955, WILLIAM J. KENNEDY and JOSEPH E. GONZALES, Staff Members of the Senate Appropriations Committee of the U. S. Congress, visited this office to pay their respects.

They have been on an extended tour of Latin America and are now returning to the United States. They advised that their main interest has been in making inquiry concerning money spent by the various offices of the U. S. Information Service and the Point IV Program.

Both Mr. KENNEDY and Mr. GONZALES expressed their admiration for our Director, Mr. Hoover, and for the FBI organization as a whole. They spoke of the pleasant relationship they have with Mr. N. P. Callahan in connection with his liaison with the Appropriations Committee.

These gentlemen were afforded the usual courtesies of this office. This is submitted for your information.

JJW:nk

69  
53 NOV 9 1955

November 4, 1955

Mr. Nicholas P. Callahan  
1301 Buchanan Street, Northeast  
Washington, D. C.

Dear Callahan:

We were all so sorry to hear of  
the trouble you have been having, and hope  
that you are feeling much better now.

I must insist that you not try  
to come in to work until you have fully  
recovered, and I want to send you the best  
wishes of all of us.

Sincerely,

J. Edgar Hoover

NOTE:

Inspector Callahan has been absent this  
week to have eight teeth extracted and an  
upper plate put in. His face is quite  
swollen and he has been experiencing  
headaches.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

WEC:hvp hvp  
CC: [redacted]

COMM - FBI  
NOV 4 1955  
MAILED 30

53 NOV 9 1955

RECEIVED READING ROOM

4 12 28 PM '55

NOT RECORDED

b6  
b7C

use

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

EXCERPT

DATE: 7/14/55

b6  
b7C

FROM : R. T. Harbo

SUBJECT: IMPREST FUNDSSYNOPSIS

Imprest Funds are essentially petty cash funds designed by the Treasury to cut down on the number of expense checks the Treasury would have to issue; the money in the fund is Treasury Department money and is not charged to FBI appropriations until subsequent expenditures are made. The idea is that many small expenditures can be made out of an Imprest Fund and reimbursement can be made by one check rather than by numerous individual checks, each of small amount. The Bureau has the same number of vouchers to process as if individual vouchers were being submitted because these individual vouchers support expenditures from the Imprest Fund; however, Treasury work is reduced. Callahan's memorandum to Glavin 4/2/52 estimated fund would reduce by 1,000 per month the number of vouchers which would have to be handled because of consolidation and would save time of FBI employees in making small purchases; a certain amount of additional accounting work would be required in the General Ledger and additional work would be performed by Imprest Fund cashiers.

Audit of Imprest Funds all offices and SOG disclosed total funds \$17,700.44 cash on hand amounted to \$7,024.53, unscheduled vouchers, \$3,237.01, interim receipts for cash \$507.75 and reimbursement vouchers outstanding, \$6,936.42. Overage in Los Angeles fund of \$.71 and shortage in Baltimore fund of \$15.94 which are being resolved. These shortages and overages would have been reflected in the regular semiannual audits required by the Treasury Department and submitted by the field to the Administrative Division.

Total claims in possession of personnel not yet presented to cashier for payment totaled \$1,843.04 which represents 10.4% of the total funds available to the field, after excluding New York. These claims not yet presented to field office cashier for payment because of their very current nature (an agent does not ask for reimbursement every time he buys streetcar tokens) or because agents were out of headquarters city on special assignment.

cc - Mr. Mohr

GANDER:jlh  
(8)

RECORDED-50

OCT 23 1955

Enclosure

Let Callahan make memo to make  
9-17-55  
Baltimore Imprest Fund

Baltimore has an Imprest Fund of \$500 and on June 30 had cash on hand in the amount of \$42.17 and claims in the hands of personnel not yet submitted to cashier for payment totaling \$113.77; some of these claims had been received only a day or two before the end of the month; however, SAC points out some claims could not be paid because cash on hand was insufficient and when reimbursement is received from the Bureau it is necessary to use that money to pay claims for services already rendered rather than furnish employees with cash to make a purchase or pay for current services. In an average month Baltimore submits claims of \$596.67; however, June was an extraordinary month and Baltimore submitted claims of \$1,238.12 broken down into 6 vouchers to the Bureau and thus the situation described above resulted; but as of July 14 the oldest claim on hand was dated July 1 and as of July 14 Baltimore would need \$27 to liquidate all claims. Los Angeles has a fund of \$500; cash on hand June 30, \$114.46; claims in possession of personnel not yet submitted to cashier for payment \$268.78. Chicago has a fund of \$500; cash on hand June 30, \$197.07; claims in possession of personnel not yet submitted to cashier \$483.72. Chicago submits approximately 4 vouchers per month involving total average monthly funds of \$791.69. Chicago has divided office into groups so that every 5 days another group of agents during the month submits claims to fund cashier and under this arrangement at any given time there will be claims in the possession of agent personnel as old as 3 weeks; during May, Chicago submitted 6 vouchers asking reimbursement for \$885; during June they submitted 5 vouchers requesting reimbursement of \$680. Frequent submission of vouchers is the answer to adequate handling of agent claims with limited funds. Baltimore submits an average of 2½ vouchers per month; Los Angeles submits less than 3 vouchers per month. San Francisco has a fund of \$500; cash on hand June 30, \$36.36; claims in possession of personnel not yet submitted to cashier for payment \$341.04; San Francisco has been submitting vouchers for reimbursement not quite as often as 1 per week and Administrative Division presently has under consideration desirability of increasing San Francisco fund. There is no practical way for the Administrative Division to handle such matters as the staggering of the submission of claims to field office cashiers and this matter is purely an SAC responsibility. Claims on hand in field offices mentioned above should be promptly liquidated by SACs through better administration of the fund and more frequent submission of vouchers to the Bureau to replenish the fund.

Eight offices had subvouchers more than 30 days old not yet submitted to field office cashier for payment, oldest

O ——— *with this I don't agree*

*larger* offices may need increased funds, possibly up to \$1,000.  
If it can't be shown that offices can take care of needs with more frequent submission of vouchers.

Administrative device already set up to detect possible accumulation of claims could be strengthened by requiring semiannual submission by field to Bureau of information disclosing accumulation of claims in the possession of personnel, which claims may not yet have been presented to cashier for payment.

Clerical Supervisor W. C. Jackson advised occasional delays result in designation of cashiers and alternate cashiers due to general regulations that same be Chief Clerk and Assistant Chief Clerk and necessity for such persons newly designated to serve 60-day probation period holding up bonding procedures.

Recommendations to correct possible deficiencies and for administrative action being set forth. Detailed memorandum enclosed. Status of fund in each office follows page 20.

RECOMMENDATIONS:

*Summary completed 7/26/55*  
1. That the Administrative Division endeavor to complete as rapidly as possible the survey which that Division has begun on its own initiative of the vouchers received, audited and scheduled for payment during July (cut-off date 7-27) so that this survey can be used as a basis for any necessary increase or decrease in field Imprest Funds. Deadline 8/5/55 set.

*SAC Ltr 55-49 dated 7/26/55 JFM/8*  
2. Administrative Division instruct SACs to promptly liquidate any accumulated claims by more frequent submission of vouchers to Bureau for reimbursement. Instruct SACs to arrange for orderly staggering of agent vouchers throughout the month to avoid any accumulation of claims at the end of the month.

*SAC Ltr 55-49 dated 7/26/55 JFM/8*  
3. Instructions should be issued to insure that claims against the Imprest Fund on the part of Bureau personnel are submitted on a 30-day basis with staggering of agent claims throughout the office.

SAC Ltr  
55-49  
dated 7/20/56  
from [initials]

4. To prevent a recurrence of situation such as arose in New York where a backlog of agents' vouchers accumulated, the field be instructed to include in cover letter transmitting semiannual audit reports, data as to number and total amount of claims in possession of personnel not yet paid and unpaid subvouchers in possession of cashier. Field should also include date of oldest unscheduled subvoucher showing date received in office.

James  
7/15 V. [initials]

SAC Ltr  
55-49  
dated 7/20/56  
from [initials]

5. When employee is designated Acting Chief Clerk or Assistant Chief Clerk with a view to permanency, there should be no delay until after probationary period in properly bonding such personnel to act as cashier or alternate cashier. Should SAC have substantial reasons to contrary, then someone else should be designated cashier or alternate cashier as the case may be.

James  
7/15 V. [initials]

6. Based on records currently maintained in Administrative Division as to activity in each Imprest Fund a recommendation should be made at end of each semiannual period as to sufficiency of funds, and Administrative Division take immediate action at any time to bring to Mr. Tolson's attention recommendations re enlarging or reducing size of funds.

James  
7/15 V. [initials]

memo to Mr. Tolson  
7/20  
no [unclear]  
8/2 [unclear]  
JSS

7. Voucher Unit of Administrative Division should carefully review St. Louis reimbursement voucher of 7/5/55 to ascertain if any negligence on part of St. Louis in handling subvoucher of 4/1/55.

James  
7/15 V. [initials]

8. Appropriate letter sent to Baltimore 7/11/55 concerning the shortage, restitution and administrative action. Administrative Division should follow.

James  
7/15 V. [initials]

James, Edwards  
to [unclear], 7/19/55  
JEC

over

9. Inspector Nicholas P. Callahan ..... Censure  
for not having established sufficiently tight evaluations and  
controls over Imprest Funds.

*7/19/55*  
*7/15* ✓ *I concur*

10. Assistant Director John P. Mohr ..... Censure.  
As Division Head, he has the responsibility for assuring proper  
handling of Imprest Funds.

*RIM*

*7/15* ✓ *I concur*

*noted*  
This situation really shocks me. I have repeatedly indicated need for tight & meticulous handling of all monies so no irregularities might arise yet ~~Mr. Mohr~~ allowed this to mushroom into a shameful condition which if it had not been caught now could have easily become a serious embarrassment to the Bureau. I want Kesse to recheck this project in September to make certain it is in proper shape.

*H.*

September 9, 1955

Mr. Nicholas P. Callahan  
1301 Buchanan Street, Northeast  
Washington, D. C.

Dear Callahan:

I have learned of the passing of  
your mother-in-law and I want to extend to  
Mrs. Callahan and you my heartfelt sympathy.

Please feel free to spend as much  
time as necessary with Mrs. Callahan in order  
to provide the comfort which she needs during  
this trying time.

Sincerely,

J. Edgar Hoover

COMM - FBI

SEP - 9 1955

MAILED 25

cc: Mr. Mohr (R&C)

[redacted] of the Administrative  
Division telephonically advised Leave Unit on 9-9-55,  
that Mr. Callahan's mother-in-law died this morning 9-9-55.

Address obtained from Information.

Addressed as Dear Callahan after discussion  
with Reading Room and a review of files.

RKW:mac  
(5)

12 DEB 1 Ut 1141

EEI

451 1141 1141 1141

RECEIVED READING ROOM  
SEP 12 16 PM '55  
U.S. DEPT. OF JUSTICE  
RECEIVED READING ROOM  
SEP 12 16 PM '55  
U.S. DEPT. OF JUSTICE

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

74 SEP 12 1955

use  
shaw



September 21, 1955

~~Personal and Confidential~~

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Callahan:

I am taking this means to commend you for the splendid service you rendered as Chairman of the Economy Streamlining Committee.

Through the diligent and enthusiastic fashion in which you and the other members of the committee attacked the problems at hand a substantial saving in funds will be effected. Please accept my personal thanks for your efforts.

Sincerely yours,  
J. Edgar Hoover

CC: Mr. Mohr (Personal Attention)

LRH:plp  
(2)

Based on memo Mohr to Tolson 9-16-55 JPM:akc

Salutation per Reading Room.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

COMM - FBI  
SEP 22 1955  
MAILED 23

SEP 29 1955

7-43 961-255  
RECEIVED READING ROOM  
SEP 21 4 49 PM '55  
SEP 22 13 48 PM '55  
NOTED

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: September 16,  
1955

FROM : J. P. MOHR

SUBJECT: ECONOMY STREAMLINING COMMITTEE  
COMMENDATION

Tolson	✓
Boardman	✓
Belmont	✓
Mohr	✓
Parsons	✓
Rosen	✓
Tamm	✓
Sizoo	✓
Winterrowd	✓
Tele. Room	✓
Holloman	✓
Gandy	✓

You will recall that the Director approved in August the appointment of a streamlining committee to consider various suggestions and ideas whereby we would economize to balance our budget for the fiscal year 1956 and also effect savings whereby we could pay the new per diem rates.

Mr. N. P. Callahan of the Administrative Division was designated as chairman and he was assisted by Messrs. C. D. DeLoach, Records and Communications Division; C. L. Trotter, Identification Division; E. D. Mason, Training Division; William B. Cleveland, Domestic Intelligence Division; G. G. Callan, Investigative Division; and Gordon A. Nease of your office.

Clerical Supervisor William C. Jackson of the Administrative Division, Budget and Accounting Section, participated in all sessions with this group during the entire discussions.

The group did a magnificent job in considering all the various ideas and suggestions for economizing, and came up with excellent suggestions which were considered by the Executives Conference, which suggestions were approved by the Director. The economies suggested and approved should well take care of our estimated deficit for this year as well as the increased per diem costs. I think the work of the Streamlining Committee was of such an outstanding caliber that each of the members should be commended.

Stenographic employees [redacted] 67-43961-257 [redacted] of the Administrative Division and [redacted] stenographer in the Domestic Intelligence Division, all worked extra hours in order to complete the report. As an example, [redacted] worked on the night of August 16 until 3 A.M. the following day, for a total of 9 hours' overtime, taking only 30 minutes for dinner. She had worked the full day of August 16. [redacted] worked the same hours. [redacted] worked from 6:30 P.M. until midnight on the night of August 16, after working a full day. These three stenographic employees showed a high degree of enthusiasm and interest in staying until the job was finished so that the report could be presented to the Executives Conference the next day.

4 SEP 29 1955

JPM:akc

(12)

3-JPM:8

RECOMMENDATION:

(1) I recommend that [redacted] stenographers, be given letters of commendation.

done -  
LRH: 9/21/55

Jaeger

I agree

9/16

Jaeger  
9-16

b6  
b7c

(2) I recommend that Messrs. N. P. Callahan, C. D. DeLoach, C. L. Trotter, E. D. Mason, W. V. Cleveland, G. C. Callan, and G. A. Nease, and also W. C. Jackson receive letters of commendation for the fine job they did.

done -  
LRH: 9/21/55

I agree  
9/16

ADDENDUM: (G.A. Nease 9-16-55)

I certainly agree that the stenographers and W. C. Jackson should receive letters of commendation. I do not agree that the rest should be given commendations as this is no more than what we are paid to do. Letters of commendation to agent personnel should be reserved for something really outstanding.

Jaeger

I understand Nease's view but the fact is it is really the first time any such substantive job has been done.

H.

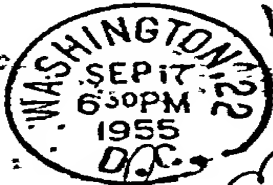
DO-6

OFFICE OF DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

Mr. Tolson \_\_\_\_\_  
Mr. Boardman \_\_\_\_\_  
Mr. Nichols ✓ \_\_\_\_\_  
Mr. Belmont ✓ \_\_\_\_\_  
Mr. Harbo ✓ \_\_\_\_\_  
Mr. Mohr ✓ \_\_\_\_\_  
Mr. Parsons \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tamm ✓ \_\_\_\_\_  
Mr. Jones ✓ \_\_\_\_\_  
Mr. Sizoo ✓ \_\_\_\_\_  
Mr. Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Miss Holmes \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

b6

b7C



*Mr. J. Edgar Hoover*  
*Federal Bureau of Investigation*  
*Dept. of Justice Bldg.*  
*Washington 25 D.C.*  
*Gm. 5633*

*Acknowledging with grateful appreciation*  
*your very kind and thoughtful*  
*expression of sympathy*

*Lillian Pepper Callahan*  
Lillian Pepper Callahan  
(Mrs. Nicholas P.)  
*(Mrs. Nicholas P.)*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *Wper DS*

DATE: 9/9/55

FROM : J. P. MOHR

SUBJECT: NICHOLAS P. CALLAHAN

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

Mr. Callahan called in this morning and stated that his mother-in-law died early this morning in Washington, D. C. She had been ill for some period of time and was a virtual invalid. Mr. Callahan requested that he be placed on emergency annual leave, which has been done.

An appropriate communication is being prepared to Mr. Callahan for the Director's signature.

JPM:DW

(4)

CC - Mr. Holloman



RECORDED-135

67-43961-256

attached.

76

SEP 13 1955

b6  
b7c

*135*  
 74 SEP 15 1955

TO : Mr. Tolson

8/3/55

FROM : R. T. Harbo

SUBJECT : FIREARMS TRAINING  
 FOR INVESTIGATIVE PERSONNEL  
 AT SEAT OF GOVERNMENT

My memorandum to you dated 7/6/55 set forth the identity of the Bureau officials and supervisors who were delinquent in firearms training for the 1955 fiscal year. There were enclosed memoranda from the Director to Mr. Boardman and the heads of the Seat of Government Divisions in which firearms delinquencies were then existing. They were instructed that all delinquencies were to be removed by 7/28/55 unless meritorious circumstances existed in which event an explanation should be submitted with advice as to when the delinquency would be removed. They were further informed the Training and Inspection Division would report any delinquencies not made up by 7/28/55 with appropriate recommendations for administrative action.

It is pointed out that all Bureau officials and supervisors were notified that the scheduled firearms training period for July 1955 would be held on July 5, 6, 7, 8, 18, 19, 20, 21, 25, 26, 27, 28. Based on instructions in your memorandum to the Director dated 7/7/55 my memorandum to you dated 7/8/55 with copies to Messrs. Boardman, Nichols, and all Assistant Directors was prepared instructing the Bureau officials to submit to the Training and Inspection Division by close of business 7/11/55 number of individuals who already fired at one of July firearms sessions; identity of each investigative employee to attend remaining shoots and date on which he would attend; identity of any employee not scheduled to shoot during July; the reason therefore and the identity of all employees then delinquent in any phase of firearms training. They were further advised persons scheduled for firearms training could not and would not be excused by the Training and Inspection Division; that authority to miss firearms would be granted only by the Associate Director or the Director.

The following individuals are delinquent in firearms training for the Fiscal year 1955. The number of shoots they are delinquent, the reason why they did not remove their delinquency in July 1955 and the date on which they will now shoot their make-up are shown. A make-up period has been scheduled for August 8, 9, 10 and 11, 1955.

A. H. Belmont; 2 shoots; on annual leave 7/11 to 8/4/55; will shoot 8/8 and 8/9/55.

cc: Belmont  
 Mohr  
 Nichols  
 Rosen  
 Tamm

Memo to Mr. Tolson 8/16/55GCES:ok

GCG:rlc 5 5 SEP 7 1955  
 (9)

Original filed in 67-518854-393



RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

August 22, 1955

I certify that I have received the following Government property for official use  
~~returned~~

Remington Portable Typewriter #QT2345900

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

22

Very truly yours,  
*N. P. Callahan*  
N. P. Callahan, SA

# FIELD FIREARMS TRAINING RECORD

SPECIAL AGENT

Callahan, Nicholas P.

FD-40  
3-25-47

OFFICE	MO. YR.	HS	PPC	SG	.30	MG	GAS	RD	PP	QUALI- FIED
	7/49	Absent								✓
	11/49	68	90	80		75				
		68	81	90		75				2 da
	12/49								✓	2 PPC
	11/51	72	62	100	76	64				2 rifle
	11/51	84	78	100	84	76				2 mg
	11/51	82	72			80				
	11/51	84	73	100		82				
Make vps 1950-51	11/51	86	76	90	78	86				
	11/51	82	84		82	82				
Make vps 7, 8, 9/51	11/51	72	68			80				
	11/51	84	74	100	76	84				
	5/52	96	89			92				
						90				
Make vps 1952-53	8/53	84	83							
M.V.	8/53	74	90			Mu 84				
M.U.	9/53	96	84	100	93	84				
M.U.	9/53	98	84			82				✓
	7/53			#2						
	9/53			100						
	1/54								✓	
	2/54								✓	
	4/54	86	80			84				
	4/54	88	81			86				
	4/55	92	79	#1 100		84			12-NOT	

58 AUG 11 1955

19 86 100 100

86 84

98

Manual leave amount full chart.

July 19, 1955

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

The recent inquiry with respect to the handling of Imprest Funds in the Bureau field offices has disclosed a failure at the Seat of Government to maintain the necessary close and meticulous supervision over these funds. The necessity of maintaining a tight control over this money has been repeatedly stressed because of the ever-present possibility of serious embarrassment to the Bureau resulting from any mismanagement. However, it is clear that you have failed to heed these warnings since appropriate steps had not been taken to make certain that the various funds were being administered efficiently and correctly.

In view of this serious shortcoming on your part you will be expected to take the necessary action to bring about a tight and meticulous supervision of such funds so that any irregularities will be promptly detected and embarrassment to the Bureau avoided.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

WIC:bqf

(4)

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

CC: Mr. Mohr (Personal Attention)

Based on memo from Mr. Harbo to Mr. Tolson dated 7/12/55

GAN&EDM:jla

58 JUL 25 1955

COMM - FBI

JUL 20 1955

MAILED 31

RECEIVED READING ROOM

JUL 19 1955

67-43968-253

Numbered 143

JUL 22 1955

FEDERAL BUREAU OF INVESTIGATION

MAY 23, 1955

~~PERSONAL AND CONFIDENTIAL~~

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

I do want to thank you for your efforts to assure the success of the Attorney General's Staff Conference which was held at Quantico on May 20 - 21, 1955, and I will appreciate it if you will thank your associates who were so helpful.

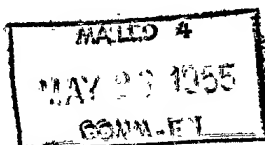
All FBI arrangements were excellent and contributed materially to the success of the Conference.

Sincerely yours,  
J. Edgar Hoover

cc-Messrs. J. P. Mohr  
R. T. Harbo

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

EDM:DMG  
(5)



53 JUN 1 1955

RECEIVED  
MAY 23 3 24 PM '55  
FBI ROOM  
67-43967-224

1. Agency and organizational designation: U.S. Department of Justice Federal Bureau of Investigation	2. Pay roll Block No. 115 Slip No. 5
5. Employee's name (and social security account number, when appropriate) <b>NICHOLAS P. CALLAHAN 11614 2100X SA</b>	6. Grade and salary <b>GS 16, \$12,100</b>

### PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PA
7. Previous normal										
8. New normal										
9. Pay this period										

10. Remarks:	11. Appropriation(s)	12. Prepared by
		13. Audited by

☒ Periodic step-increase
 ☐ Pay adjustment
 ☐ Other step-increase

14. Effective date <b>7-17-55</b>	15. Date last equivalent increase <b>1-17-54</b>	16. Old salary rate <b>\$12,200</b>	17. New salary rate <b>\$12,100</b>	18. Performance rating is satisfactory or better.  (Signature or other authentication)
--------------------------------------	---	--	--	--

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):

Period(s):

☒ No excess LWOP. Total excess LWOP

(Check applicable box in case of excess LWOP):

☐ In pay status at end of waiting period.

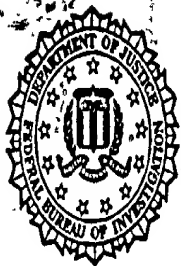
☐ In LWOP status at end of waiting period.

Initials of Clerk **J. J. J.**

STANDARD FORM NO. 1126d—Revised  
Form prescribed by Comp. Gen., U. S.  
Nov. 8, 1950, General Regulations No. 102

**41 JUN 29 1955**

PAY ROLL CHANGE SLIP—PERSONNEL COPY



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Lillian P. Callahan Relationship WIFE Date 5-20-55  
Address 1301 Buchanan St. N.E.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500. death benefit to beneficiary of agents killed in the line of duty.

Name Lillian P. Callahan Relationship wife Date 5-20-55  
Address Same as above

NOT RECORDED

Very truly yours,

*L. Callahan*  
Special Agent

6 MAY 23 1955

MAY 20 1955

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

April 1, 1955

I certify that I have received the following Government property for official use  
~~returned~~

OPERATIONS AND PROCEDURES MANUAL ON PERSONNEL MATTERS No. 22

R E A D

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking  
care of it and returning it when its use has been  
completed. DO NOT MARK OR WRITE ON IT OR MULTILATE  
IT IN ANY WAY. 333 17

FILE  
3-M

PER *jl*

*N. P. Callahan*

Very truly yours,  
N. P. Callahan

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

10

Name of Employee: NICHOLAS P. CALLAHAN

Where Assigned: Administrative Division  
(Division) (Section, Unit)

Payroll Title: Inspector

Rating Period: from April 1, 1954 to March 31, 1955

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

Rated by: [Signature] Assistant Director 3/31/55  
Signature Title Date

Reviewed by: [Signature] Assistant Director APR 10 1955  
Signature Title Date

Rating approved by: [Signature] Assistant Director APR 10 1955  
Signature Title Date

TYPE OF RECORD 150

(x) Official  
(x) Annual

( ) Administrative  
( ) 60-day  
( ) Transfer  
( ) Separation from service  
( ) Special

67-43961-253

Searched .....

Numbered 47

2 APR 15 1955

FEDERAL BUREAU OF INVESTIGATION

3-8711

55 APR 20 1955



# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee NICHOLAS P. CALLAHANTitle InspectorRating Period: from 4/1/54 to 3/31/55

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective ratings:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- |   |   |
|---|---|
| <u>✓</u> (1) Personal appearance.   | <u>0</u> (17) Firearms ability.   |
| <u>+</u> (2) Personality and effectiveness of his personal contacts.  | <u>0</u> (18) Development of informants and sources of information.   |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>0</u> (19) Reporting ability:  |
| <u>+</u> (4) Physical fitness (including health, energy, stamina).  | <u>-</u> (a) Investigative reports  |
| <u>+</u> (5) Resourcefulness and ingenuity.   | <u>-</u> (b) Summary reports  |
| <u>+</u> (6) Forcefulness and aggressiveness as required.   | <u>-</u> (c) Memos, letters, wires  |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.   | (Consider: <u>-</u> conciseness; <u>-</u> clarity; <u>-</u> organization;   |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>-</u> thoroughness; <u>-</u> accuracy; <u>-</u> adequacy and pertinency of leads; <u>-</u> administrative detail.) |
| <u>+</u> (9) Planning ability and its application to the work.  | <u>0</u> (20) Performance as a witness.   |
| <u>✓</u> (10) Accuracy and attention to pertinent detail.   | <u>+</u> (21) Executive ability:  |
| <u>+</u> (11) Industry, including energetic consistent application to duties.   | <u>+</u> (a) Leadership   |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | <u>+</u> (b) Ability to handle personnel  |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.   | <u>+</u> (c) Planning   |
| <u>+</u> (14) Technical or mechanical skills.   | <u>+</u> (d) Making decisions   |
| <u>0</u> (15) Investigative ability and results:  | <u>+</u> (e) Assignment of work   |
| <u>-</u> (a) Internal security cases  | <u>+</u> (f) Training subordinates  |
| <u>-</u> (b) Criminal or general investigative cases  | <u>+</u> (g) Devising procedures  |
| <u>-</u> (c) Fugitive cases   | <u>+</u> (h) Emotional stability  |
| <u>-</u> (d) Applicant cases  | <u>+</u> (i) Promoting high morale  |
| <u>-</u> (e) Accounting cases   | <u>+</u> (j) Getting results  |
| <u>0</u> (16) Physical surveillance ability.  | <u>0</u> (22) Ability on raids and dangerous assignments:   |
|   | <u>-</u> (a) As leader  |
|   | <u>-</u> (b) As participant   |
|   | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement.                                 |
|   | <u>+</u> (24) Ability to work under pressure.   |
|   | <u>+</u> (25) Miscellaneous. Specify and rate:  |
|   | <u>+</u> Dictation ability  |
|   | <u>0</u> Automobile driving ability   |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Executive and Administrative

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Executive + Administrator - Budget work

C. (1) Is employee available for general assignment wherever needs of service require? YES (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? YES (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? NO (If so, explain in narrative comments.)

ADJECTIVE RATING :

SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

O D

Mr. Callahan has continued to function as the Number One man of the Administrative Division. He has shown an outstanding aptitude to perform all phases of his work and is excellently qualified for the position he occupies. He is an expert with respect to budget matters and has an outstanding knowledge of the accounting, procurement and administrative responsibilities of this division.

Mr. Callahan, in the performance of his duties, initials a tremendous volume of mail. He has been censured on several occasions for failing to detect typographical errors in mail initialed by him. He has benefited from the letters of censure and there has been a marked improvement in his error record. He is faced with the problem of moving a tremendous volume of mail in the least possible time and I think this factor should be taken into consideration as mitigation for the typographical errors that he has overlooked.

Mr. Callahan has considerable administrative and executive ability which he demonstrates to good advantage for the benefit of this division and the Bureau, and I am extremely well pleased with his services. He is a loyal, faithful, conscientious, sincere Bureau employee of the career type, and one that we can be proud to have in the organization.

On an over-all basis, I regard his services as being Satisfactory.

ma  
Employee's Initials

April 8, 1955

Mr. Clifford T. Unbekant  
Regional Sales Manager  
Colonial Airlines, Inc.  
1519 K Street, Northwest  
Washington 5, D. C.

Dear Mr. Unbekant:

It was certainly a pleasure to read your most thoughtful letter of March 29, 1955, in which you commented so favorably regarding your contact with our representatives, and my associates and I are deeply grateful for your kindness.

Needless to say, we earnestly hope that our conduct and work will continue to merit the confidence - you have expressed in us.

With kind regards,

Sincerely yours,

- cc - Washington Field Office, with copy of incoming.
- cc - Mr. N. P. Callahan, 5517, with copy of incoming.
- cc - Personnel file of SAC Leo E. Laughlin, with copy of incoming.
- ✓ cc - Personnel file of Nicholas P. Callahan, with copy of incoming.

NOTE: Bufiles reflect no record identifiable with Mr. Unbekant. Mr. Laughlin, SAC, Washington Field Office. Inspector Nicholas P. Callahan, EOD 3-4-35 as Messenger; 6-26-39 as SA; assigned Administrative Division, GS-16.

GEM:age  
(7)

18 APR 12 1955

NOT RECORDED

Route of the Skycruisers

COLONIAL AIRLINES, INC.

CANADA -- U.S.A. -- BERMUDA

Address reply to:  
1519 "K" Street, N.W.  
Washington 5, D.C.

March 29, 1955

Mr. J. Edgar Hoover  
Director - Federal Bureau of Investigation  
Justice Building  
10th. Street & Constitution Ave.  
Washington, D.C.

Dear Sir:

Having recently been appointed to a new position in Washington, I have been contacting various government offices introducing myself and endeavoring to find out what makes Washington tick.

In these calls I have visited several of the Federal Bureau of Investigation offices. Without reservation, I wish to state I have never met a better group of men. They have never been too busy to see me, they always seem glad to meet me and always make me feel as though I have done them a favor by calling.

Specifically I refer to Mr. Nicholas Callahan and Mr. Leo Laughlin, the rest are too numerous to mention.

Their psychology in dealing with the public is unsurpassed, integrity (state of being complete or whole; uprightness; virtue; honesty; soundness; unimpaired or unbroken state of anything.) which appears on the FBI seal, belongs there.

I am not alone in my respect for the FBI, in all these years the public look up to your organization and feel national pride in it and the men representing it.

Sincerely yours,

/s/

Clifford T. Unbekant  
Clifford T. Unbekant  
Regional Sales Manager

GTU/self

April 4, 1955

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Callahan:

I have been advised in detail concerning the Sixth Annual FBI Mass and Communion Breakfast, and I could not let the opportunity pass without extending to you and through you to the committee my congratulations on a job well done.

I know that your deep personal interest in this affair did much to insure its success, and I want you to know that I appreciate your efforts in this regard.

Sincerely,

J. Edgar Hoover

RECORDED - 138

NOTE: Jones to Nichols memo captioned "Sixth Annual FBI Mass and Communion Breakfast" dated 4-4-55. DGH:jbg  
Address and salutation per Reading Room.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

DGH:jbg  
(3)

MAILED 4  
APR - 5 1955  
COMM - FBI

18 APR 11 1955

67-43961-252  
RECEIVED READING ROOM  
FBI  
APR 7 1955  
J. Edgar Hoover

April 4, 1955

PERSONAL AND URGENT

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

I have observed that during the past two weeks you have reviewed and approved for the Administrative Division six items of official correspondence containing typographical errors which you failed to detect. As you are aware it is imperative that the highest degree of care be exercised in approving outgoing mail to insure that it is free from errors.

While I realize that it is necessary for you to review a large volume of official correspondence daily, I must insist that you redouble your efforts along these lines in order that there will be no further need for me to call to your attention such shortcomings on your part.

Very truly yours,

J. Edgar Hoover

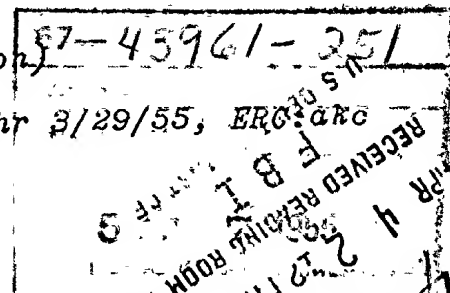
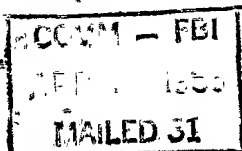
John Edgar Hoover  
Director

DCM:alh  
(5)

CC: Mr. Mohr (Personal Attention)

Based on memo to Tolson from Mohr 3/29/55, ERG:arc

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



APR 7 1955

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: March 29, 1955

FROM : J. P. MOHR

SUBJECT: <sup>D</sup>NICHOLAS P. CALLAHAN  
Number One Man  
Administrative Division

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

b6  
b7CERRORS IN CORRESPONDENCE

During the past two weeks Mr. Callahan has initialed six items of correspondence containing typographical errors. Mr. Callahan approved this correspondence for the Administrative Division and failed to detect the typographical errors. In accordance with present policy, he is being considered for appropriate administrative action.

On a daily basis Mr. Callahan must review and approve a large volume of signature mail for this division in addition to handling the numerous other responsibilities assigned to him. I feel that he should have detected some or all of these typographical errors and he has assured me that he will double his efforts to do so in the future.

I feel that we have made considerable progress in reducing the number of errors in this division, particularly in view of the fact that just last week the Administrative Division had the lowest percentage of errors of all divisions at the Seat of Government.

RECOMMENDATION

In accordance with existing policy I recommend that Mr. Callahan receive a letter of censure for failing to detect the six typographical errors referred to above.

yes  
4  
3-30

*[Handwritten signature]*  
*[Handwritten signature]*  
 3/30

67-43961-250

A PERMANENT BRIEF OF MR. CALLAHAN'S FILE IS ATTACHED.

RECORDED 138

canceled  
4/4/55  
JCM:all

5 7 1955

Attachment  
ERC:akc  
(2)

89 APR 7 1955

MR. TOLSON

3/3/55

J. P. MOHR

## 1956 APPROPRIATION REQUEST

In connection with the preparation of the material for the 1956 appropriation request and the processing of the transcript of the Director's testimony, I think I should mention to you some of the outstanding work performed by some of the employees in the Administrative Division.

<sup>W.F.</sup> Inspector Callahan and Special Agent Supervisors A. P. Gunsser and C. L. Rogers all lent magnificent assistance and worked unusually long hours without breaks for rest or sleep. The same thing is true with respect to Mr. W. C. Jackson, Clerical Supervisor of the Budget and Accounting Section. To give you some idea of the devotion to duty and personal sacrifices made by the Special Agent staff of the Administrative Division, you are advised that during January the following amounts of voluntary overtime were performed: Mr. Callahan averaged 5 hours 21 minutes per day; Mr. Gunsser, 5 hours 45 minutes per day; Mr. Rogers, 6 hours 26 minutes per day. Messrs. Callahan, Gunsser, Rogers and Jackson have already received letters of appreciation from the Director which they deeply appreciated.

There was also a spontaneous volunteering on the part of the clerical employees in the Budget and Accounting Section to get the job done. In particular, [redacted] performed what I consider to be outstanding services. In addition, the following employees gave wholehearted cooperation in completing this project: [redacted]

[redacted] I would like to recommend at this time that letters of appreciation be sent to [redacted] and that a letter be sent to Mr. Jackson expressing appreciation to the remaining clerical employees in his unit who worked so diligently in preparing this material.

b6  
b7c

The Graphic Presentation Unit of the Exhibits Section also did an outstanding job in the preparation of the many charts used in the budget material. The work of [redacted], Clerical Supervisor of this Unit, was particularly outstanding in seeing to it that the charts came through on schedule and in proper form. It is recommended that he receive a letter of commendation for his personal contributions as well as the contributions of his fellow workers in the Unit.

ORIGINAL FILED IN

JPM:DW  
(3)60  
55 MAR 28 1955



The following employees of the Graphic Presentation Unit did a splendid job and evidenced a fine cooperative attitude: [redacted]

[redacted]

For myself, I can say it was a pleasure to work on the material for the Director and obtain my first experience in this sphere of the Bureau's activity. I feel sure that every employee who had anything to do with this work, and as a matter of fact I think every employee in the Bureau, would have been thrilled at the magnificent way in which the Director presented the Bureau and its work before the Subcommittee on Appropriations. After listening to the Director, one can well understand why the Bureau has been so successful in its appropriation requests over the years.

b6  
b7C

#### RECOMMENDATIONS

I recommend that letters of appreciation go forward to [redacted] and a letter to Mr. Jackson expressing through him appreciation to the other clerical employees in the Budget and Accounting Section who devoted their time and energy so sincerely and conscientiously to this work.

It is further recommended that a letter of commendation be sent to [redacted], Clerical Supervisor of the Graphic Presentation Unit of the Exhibits Section, for his personal contributions as well as the contributions of the employees in his unit.

Letters of commendation

EJJ/ilw

3/4/55

Yes The material was in better shape this year than it has ever been.

Hoover

JP Mohr

Tolson

FH

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *Viper*

DATE: March 11, 1955

FROM : J. P. MOHR

SUBJECT: NICHOLAS P. CALLAHAN  
Number One Man  
Administrative Division

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

ERRORS IN CORRESPONDENCE

During the past five weeks Mr. Callahan has initialed eleven items of correspondence in which your office or the Reading Room found errors. Mr. Callahan himself did not make these errors but I feel that he should have detected some or all of the errors. I realize that he processes a heavy volume of mail on a daily basis and that he is otherwise fully occupied, but there appears no justifiable excuse for permitting so many errors to leave this division.

Mr. Callahan has assured me that he will do everything possible to prevent these errors from leaving the Division in the future.

Seven of the errors were strictly typographical in nature; three involved incorrect addresses; and one was caused by the failure of the stenographer to indicate on the yellow that a cover memorandum had been prepared.

RECOMMENDATION

Although Mr. Callahan was previously censured on February 14, 1955, for approving correspondence containing errors, I feel that he should again be censured in connection with our efforts to reduce the number of errors leaving this division.

RECORDED

*I wish other assistants  
Directors would try to  
fit definite responsibility  
for such errors*

A PERMANENT BRIEF OF MR. CALLAHAN'S FILE IS ATTACHED  
FEDERAL BUREAU OF INVESTIGATION

67-43961-249
Searched _____
Numbered _____
Index _____
FILED _____
MAR 15 1955
FEDERAL BUREAU OF INVESTIGATION

Attachment  
ERG:akc  
(2)  
5 MAR 24 1955

March 17, 1955

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

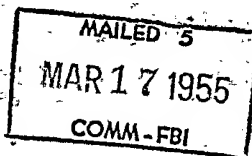
It has come to the attention of the Bureau that during the past five weeks you reviewed and approved eleven items of correspondence containing errors which you did not detect. It is apparent from this that you have not been handling this phase of your responsibilities with sufficient thoroughness and accuracy.

Although the Bureau realizes that it is necessary for you to review a large volume of official mail daily, there appears to be no justifiable excuse for your having permitted so many errors to leave the Administrative Division undetected by you. Accordingly, you will be expected to perform your duties in this regard with greater accuracy so that there will be no further necessity to criticize you in this manner.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director



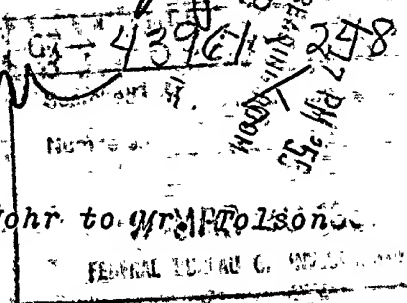
CC: Mr. Mohr (Personal Attention)

DCM:k1m  
(4)

Letter based on memo from J. P. Mohr to Mr. Tolson dated 3/11/55, ERC:akc

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

55 MAR 24 1955



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: February 4, 1955

FROM : N. P. CALLAHAN

SUBJECT: HARVEY MATUSOW  
FORMER SECURITY INFORMANT

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Malone \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Reference is made to the Director's inquiry as to just what expenses were paid to Matusow.

During the period of time Matusow was an informant for the Bureau he received total payment of \$336.33 of which \$325 was for services and \$11.33 for expenses. This does not include an advance for expenses in February, 1952, amounting to \$126.33 of which \$115.00 was refunded by Matusow, leaving the item for expenses paid of \$11.33.

An exhaustive review of the records in the Administrative Division concerning expenditures from confidential funds reflects that Matusow during the calendar year 1950 was paid a total amount of \$325 in six separate payments, ranging from \$12 up to \$75, for services rendered as a security informant. There were no payments to Matusow during the calendar year 1950 for expenses. During the calendar year 1951 no payments are reflected as having been paid to Matusow for either services or expenses.

During the calendar year 1952, no payments were made to him for services. However, during February, 1952, he was advanced by the Cincinnati Office a total of \$126.33 to cover transportation costs of (1) a one-way air fare from Dayton, Ohio, to New York City, cost \$40.02, and (2) a round-trip, first-class rail ticket, plus lower berth each way from Dayton, Ohio, to New York City, cost \$86.31. Both trips were for pre-trial conferences and interviews in connection with the second New York Smith Act trial.

RECORDED - 145

61-43961-247

Of the total of \$126.33 advanced to Matusow for transportation costs, he refunded to the Cincinnati Office an amount of \$115 after he had been reimbursed by the United States Marshal in New York City for transportation and expenses. Thus, the difference between the amount advanced to Matusow and the amount refunded by him of \$11.33 is the amount the Bureau paid Matusow for expenses.

A further review of the Bureau's Confidential Fund records does not reflect any payments of any nature having been made to Matusow since February, 1952.

FEB 12 1955 12 MAR 11 1955

In a tabulation prepared by the Administrative Division in September, 1952, an amount of \$137.66 for expenses was shown as paid

Attachments (3)

CC: Personnel files:

NR 647

55 MAR 16 1955

- 3-16-55 (22)

J.S. Johnson

b6

b7C

202-192  
3/10/55  
2/10/55  
CLASSIFIED

CLASSIFIED

3-9/55

Memo to Mr. Mohr (continued)

to Matusow in February, 1952. This tabulation was prepared for use in a stipulation for trial purposes to include actual payments and advances, and was certified to by former Assistant Director W. R. Glavin concerning its accuracy and was notarized on October 1, 1952. The amount of \$137.66 is incorrect and it should have been \$126.33.

The New York Office was telephonically advised upon inquiry by Mr. C. E. Hennrich of the Domestic Intelligence Division on October 6, 1952, that Matusow had refunded \$126.33 to the Bureau of the above-listed amount of \$137.66. This apparently was done during the trial when New York asked if there were any refunds made of expenses. Thus, this would have indicated that Matusow was paid for expenses an amount of only \$11.33.

The \$11.33 difference between the amount reported in the schedule prepared in September, 1952, and the information set forth above reflecting payments of \$126.33 resulted from the fact that the blue slip which the Cincinnati Office submitted on which to claim reimbursement for the difference between the amount which that office had furnished Matusow as an advance for expenses and the amount of \$115 which Matusow had refunded to apply against such advance was recorded as a payment and thus, was added to the amount that had previously been advanced to Matusow resulting in the total of \$137.66. The total of \$137.66 was obtained at the time the tabulation was prepared from a review of monthly reports submitted by the Cincinnati Office relating to the expenditures from the Confidential Fund and from the actual blue slips in the folder maintained on the Cincinnati Office relating to expenditures made by blue slip to Matusow. This folder contained one blue slip in the amount of \$11.33 and the monthly report for the month of February, 1952, reflected disbursements in the total amount of \$126.33 for the purpose already set forth above. The \$11.33 should not have been included in the tabulation as an additional item.

Telephonic inquiry on February 1, 1955, of SAC McFarlin of Cincinnati disclosed that from records available in that office, Matusow refunded \$115 of the \$126.33 advanced him and the blue slip submitted by the Cincinnati Office was paid by the Bureau which was for the purpose of reimbursing the Cincinnati Office Confidential Fund for the difference between the amount advanced Matusow and the amount which Matusow refunded, amounting to \$11.33. The \$11.33 represented the difference between the amount he was reimbursed by the U. S. Marshal and the pre-trial expenses he was able to show.

Two errors are involved in this matter. The first error occurred when the notarized tabulation was prepared reflecting \$137.66 as expenses for Matusow in February, 1952, since the correct figure should have been \$126.33, and reflected as an advance item. The second error occurred when Mr. Hennrich advised the New York Office on October 6, 1952, that Matusow had refunded \$126.33 since the correct figure should have been \$115.00. Mr. Hennrich obtained his information from the Administrative Division and cannot at this time identify who gave him the data.

The above-referenced tabulation was the first such tabulation prepared by the Voucher Unit of the Administrative Division in connection with these Communist Party and Smith Act Trials and it is now apparent the

employee preparing instant tabulation erred in setting forth the information furnished with reference to this informant.

The employee preparing this tabulation, [redacted], resigned from the Bureau effective July 30, 1954, and is not available, therefore, for explanation in connection with this item. We are unable to determine now who verified [redacted]'s tabulation since the work sheets have been destroyed.

The Domestic Intelligence Division has advised the Administrative Division that no questions were raised by the defense concerning the figures furnished to be incorporated in the stipulation which was filed during the course of the trial.

#### RECOMMENDATIONS

1) In view of the error committed by former employee [redacted] in the tabulation reflecting the wrong total amount of payments to Matusow, i.e. \$137.66, that a copy of this memorandum be placed in his personnel file in order that appropriate consideration can be given thereto in the event he should apply for reinstatement.

b6  
b7c

*Agree ✓*  
*2/4/55*  
*See*  
*2/4*

2) It is recommended that a severe letter of censure be directed to Mr. Jamie S. Johnson, Special Agent Supervisor of the Unit under whose supervision [redacted] prepared instant tabulation.

*Agree ✓*  
*2/4/55*  
*See*  
*2/4*

3) It is also recommended that Inspector N. P. Callahan likewise receive a letter of censure as a result of this error since the Voucher Unit is under his supervision as Section Chief of the Budget and Accounting Section.

*Agree ✓*  
*2/4/55*  
*See*  
*2/4*  
*over*

4) It is also recommended that since generally the Bureau is aware in advance of potential trials of Smith Act and Communist Party subjects that the Bureau upon receiving advice from the Department of the use of potential witnesses of Bureau informants that the Bureau request each office which has ever handled that informant to submit a detailed itemization of all payments for expenses and services, together with a listing of any advances or refunds and any unliquidated advances made.

*being handled  
VRS*

*Memo to All Supervisors  
+ SAC Ltr, 2/4/55  
CLG, JPD*

*James V.  
JPM  
2/4/55  
VRS*

5) It is also recommended that the Domestic Intelligence Division have the New York Office ascertain exactly what figures were incorporated in the trial record in instant case and upon receipt of such information, consider the advisability of advising the Department, if necessary, of the correct figures in connection with this matter.

*ASAC Moore  
instructed 12/15/55  
2/7/55  
VRS*

*Memo to At. Belmont  
2/8/55  
JPK*

*James V.  
JPM  
2/4/55  
VRS*

b6  
b7C

PERMANENT BRIEFS OF THE FILES OF JAMIE S. JOHNSON, [ ] AND N. P. CALLAHAN ARE ATTACHED.

March 4, 1955

FEDERAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

On the occasion of your Twentieth Anniversary with the FBI, I consider it a real privilege to extend my heartiest congratulations and present to you the enclosed Twenty-Year Service Award Key. I hope this Key will serve as a remembrance of many happy years in the Bureau.

Your ability to efficiently carry out your many assignments in an investigative as well as an administrative capacity is reflected in the steady progress you have made and the increasing responsibilities delegated to you during the twenty years in which you have served the Bureau in various field offices and at the Seat of Government. You have performed a very able job in connection with the preparation of budget material for my use before the House Appropriations Committee over the years and, of course, the value of your excellent liaison with the Bureau of the Budget, General Accounting Office and various other government agencies has been proven many times over. I did want you to be aware of my sincere appreciation for the personal interest and genuine enthusiasm you have consistently shown during your period of service.

I should like you to accept this Key as a tangible symbol of our appreciation for your wholehearted participation in the Bureau's accomplishments. May we continue to receive the benefit of your ability, experience and excellent service for many years to come.

With best wishes and kind regards,

cc - Mr. Mohr (P&C)  
Mr. Holloman (direct)

67-45361-81

Sincerely,

J. Edgar Hoover

14

(See Memorandum of 2-8-55, J.P. Mohr to Mr. Tolson)  
Re: Nicholas P. Callahan

Presented by [Signature]

SENT FROM D. O.  
TIME 10:05 PM  
DATE 3/4/55  
BY [Signature]

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

WSH:jmw  
(5)  
67-43961



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: February 14,  
1955

FROM : J. P. Mohr

SUBJECT: NICHOLAS P. CALLAHAN  
Inspector  
Administrative Division  
SERVICE AWARD LETTER  
20th Anniversary - March 4, 1955

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman SPD  
Gandy \_\_\_\_\_

For the Director's information, Mr. Nicholas P. Callahan, Inspector in the Administrative Division, completes 20 years of service with the Bureau on March 4, 1955.

For his further information, Mr. Callahan celebrated his Tenth Anniversary on March 4, 1945. Mr. Callahan was appointed as a Special Agent on June 26, 1939, and was originally appointed as a clerical employee on March 4, 1935. Since April 9, 1941, he has been assigned to the Administrative Division with the exception of a short period of time from October 30, 1944, to March 9, 1945. He presently holds the title of Inspector and acts as the #1 man of the Administrative Division. As you know, he has primary responsibility for the preparation of the budget and for handling liaison with the Bureau of the Budget, General Accounting Office, and major contacts with transportation facilities, and in connection with his discharge of those duties he has been commended on a number of occasions. He has been in Grade GS 16 since July 20, 1952, and his current salary in GS 16 is \$12,200. His last performance rating was the annual report of March 31, 1954, which rated his services entirely satisfactory, and since that time his record has been clear except for two letters of censure, the first dated February 10, 1955, because of two errors made by the Voucher Unit in connection with funds which were advanced to a former confidential informant of the Cincinnati Division during 1952, it being felt that these mistakes reflected a lack of sufficiently close supervision on Mr. Callahan's part over the work performed in that unit; the second letter was dated February 14, 1955, because of the fact that Mr. Callahan approved, for the Administrative Division, seven items of mail, during the two weeks prior thereto, which contained errors that he failed to detect.

67-43961-245

The Director may desire to present Mr. Callahan's letter and.....  
Key personally. A suggested letter is attached.

Numbered \_\_\_\_\_

2 MAR 14 1955  
FEDERAL BUREAU OF INVESTIGATION

Attachment

cc/- Mr. Holloman (direct)

HLE:eph:jmw (3)

67-43961

February 24, 1955

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Callahan:

It is again a pleasure to express to you my appreciation for your efforts in the preparation of material for my use during the House hearings today concerning the Bureau appropriations. As usual this material was well prepared.

You may be assured that your work over the past weeks in the preparation of this material was of substantial assistance in connection with my testimony.

Sincerely,

J. Edgar Hoover

RECEIVED RE. J. E. HOOVER

524 5 2 11 35

67-43761-244  
Searched  
4 FEB 26 1955

RECORDED - 133

cc - Mr. Mohr

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

JAS:AO T  
(4)

55 MAR 2 1955

COMM - FBI  
FEB 25 1955  
MAILED 23

February 10, 1955

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

It has recently been determined that two errors were made by the Voucher Unit in connection with funds which were advanced to a former confidential informant of the Cincinnati Division during 1952 and these mistakes clearly indicate a lack of sufficiently close supervision on your part over the work performed in this unit. As you know, a notarized tabulation dated October 1, 1952, incorrectly set forth the amount of money which had been advanced to the informant and on October 6, 1952, the New York Office was inaccurately advised as to the sum which the individual in question had refunded.

In view of the above you will be expected to take immediate and positive steps to tighten the supervision of the Voucher Unit so that there will be no repetition of the errors described above.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

COMM - FBI  
FEB 11 1955  
MAILED 30

RECORDED - 141

CC: Mr. Mohr (Personal Attention)

JUC/ggs  
(4)

67-43761-211  
Searched .....  
Numbered .....  
4 FEB 20 1955

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

55 MAR 4 1955

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *V. per*

FROM : J. P. MOHR

SUBJECT: NICHOLAS P. CALLAHAN  
Number One Man  
Administrative Division

DATE: February 8, 1955

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

ERRORS IN CORRESPONDENCE

As you were previously advised, we are maintaining a record of all correspondence errors made in this division, which record includes the identity of the personnel responsible for the error as well as the personnel in the Division who approved the communication containing the error. Mr. Callahan assists me in reviewing divisional mail. During the past two weeks Mr. Callahan has approved seven items of mail containing errors. These items are as follows: (1) Use of a comma instead of a semicolon; (2) attachments listed incorrectly by number; (3) use of maiden name of employee instead of married name; (4) incorrect address; (5) word incorrectly hyphenated; (6) initials of dictator incorrectly placed on copy of communication to the field; and (7) incorrect use of a verb.

Although Mr. Callahan initials a heavy volume of mail, I feel that some of these errors should not have been permitted to leave the Division. Mr. Callahan has assured me that he will afford these matters very careful attention to keep the errors at an absolute minimum.

RECOMMENDATION

I recommend that Mr. Callahan receive a letter of censure for permitting seven errors to leave this division in a period of two weeks.

67-43961-242

Searched .....  
 Numbered ..... 62

8 FEB 17 1955

FEDERAL BUREAU OF INVESTIGATION

RECORDED-144

A PERMANENT BRIEF OF MR. CALLAHAN'S FILE IS ATTACHED.

Attachment

JPM:akc  
(2)

55 FEB 21 1955

*Mr. Callahan*  
 2/14/55  
*Dem/gor*

*3*

February 14, 1955

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

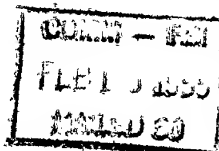
I have recently noted that during the past two weeks you have approved for the Administrative Division seven items of mail containing errors which were not detected by you as delinquencies. It is imperative that reviewing officials exercise the greatest degree of care in approving correspondence to insure that it is error free.

Although I am aware of the fact that it is necessary for you to review a large volume of correspondence I must insist that you handle this phase of your duties with the utmost care so that there will be no further need for me to criticize your work performance in this regard.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director



DCM:emj  
(4)

Enc: Mr. Mohr (Personal Attention)

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

U.S. DEPT. OF JUSTICE  
F B I  
RECEIVED

55 FEB 18 1955

61-42961-241

62

3 FEB 17 1955

FEDERAL BUREAU OF INVESTIGATION

RECEIVED READING ROOM  
FEB 14 3 42 PM '55

*[Handwritten signatures and initials]*

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>CALLAHAN, NICHOLAS P.</b>			2. GRADE AND COMPONENT OR POSITION <b>SA INSPECTOR</b>		3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION <b>ANNUAL</b>		6. DATE OF EXAMINATION <b>11-8-54</b>
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT
12. DATE OF BIRTH <b>12-26-13</b>		13. PLACE OF BIRTH <b>Wash. D. C.</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <b>Bethesda</b>			16. OTHER INFORMATION		

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
-------------------------	------------------------------	-----------------

CLINICAL EVALUATION			NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)
NORMAL	ABNOR- MAL	(Check each item in appropriate col- umn; enter "N. E." if not evaluated)	
X		18. HEAD, FACE, NECK, AND SCALP	
X		19. NOSE	
X		20. SINUSES	
X		21. MOUTH AND THROAT	
X		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
X		23. DRUMS (Perforation)	
X		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)	
X		25. OPHTHALMOSCOPIC	
X		26. PUPILS (Equality and reaction)	
X		27. OCULAR MOTILITY (Associated parallel move- ments, nystagmus)	
X		28. LUNGS AND CHEST (Include breasts)	
X		29. HEART (Thrust, size, rhythm, sounds)	
X		30. VASCULAR SYSTEM (Varicosities, etc.)	
X		31. ABDOMEN AND VISCERA (Include hernia)	
X		32. ANUS AND RECTUM (Hemorrhoids, fistulae, Prostate if indicated)	
X		33. ENDOCRINE SYSTEM	
	X	34. G-U SYSTEM	
X		35. UPPER EXTREMITIES (Strength, range of motion)	
X		36. FEET	
	X	37. LOWER EXTREMITIES (Except feet) (Strength range of motion)	
		38. SPINE, OTHER MUSCULOSKELETAL	
	X	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
X		40. SKIN, LYMPHATICS	
X		41. NEUROLOGIC (Equilibrium tests under item 72)	
X		42. PSYCHIATRIC (Specify any personality deviation)	
Females only (Check how done)			
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

Hypospadias NCD

Appendectomy NCD

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES																																																																									
O.—Restorable teeth X.—Missing teeth (6 X 5).—Fixed bridge, brackets to include abutments I.—Nonrestorable teeth XXX.—Replaced by dentures																																																																																									
<table><tr><td>RIGHT</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>LEFT</td></tr><tr><td></td><td>X</td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td>X</td><td>X</td><td>X</td><td></td></tr><tr><td></td><td>32</td><td>31</td><td>30</td><td>29</td><td>28</td><td>27</td><td>26</td><td>25</td><td>24</td><td>23</td><td>22</td><td>21</td><td>20</td><td>19</td><td>18</td><td>17</td><td></td></tr><tr><td></td><td></td><td>X</td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>																RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT		X	X	X										X	X	X	X			32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17				X	X	X										X				Type III Class 2 DP max & man. Calculus	
RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT																																																																								
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		X	X	X										X																																																																											

43961-240

LABORATORY FINDINGS			RECORDED-23	
45. URINALYSIS: SP. GR. <b>1.019</b>			46. CHEST X-RAY: (Place, date, film number, result)	
ALBUMIN	SUGAR	MICROSCOPIC	47. SEROLOGY (Specify test used and result)	
Neg.	Neg.	Neg.	Kahn, Negative	
48. EKG Normal		49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS	

18 NOV 23 1954

NOV 22 1954

## MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 5' 9"		52. WEIGHT 171		53. COLOR HAIR Brown		54. COLOR EYES Brown		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. N	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING		SYS. 108		RECUM. BENT		SYS.		STANDING (5 min.)		SYS.	
DIAS. 60				DIAS.				DIAS.			
59. DISTANT VISION						60. REFRACTION			61. NEAR VISION		
RIGHT 20/		CORR. TO 20/		BY		S.		CX		CORR. TO BY	
LEFT 20/		CORR. TO 20/		BY		S.		CX		CORR. TO BY	
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) Normal				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION	
70. HEARING		71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)	
RIGHT WV 15 /15 SV 15 /15		250 250		500 512		1000 1024		2000 2018		3000 2896	
LEFT WV 15 /15 SV 15 /15											
		RIGHT									
		LEFT									

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (Check)

☒ IS☐ IS NOT

QUALIFIED FOR strenuous phys. exertion &amp; use of firearms.

PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

/S/ R. W. Olmsted

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

/S/ A. T. Smith

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR AUTHORITY

SIGNATURE

NUMBER OF ATTACHED SHEETS

ATTACHMENT TO STANDARD FORM 88  
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee   D   qualified for strenuous physical  
(is or is not)  
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

  No    
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

  R. Olmsted    
(Signature of Medical Examiner)

  11/12/54    
(Date)

67-43961-240



November 23, 1954

Mr. Gordon A. Nease  
615 Tennessee Avenue  
Alexandria, Virginia

Dear Gordon:

Your most thoughtful letter of November 3, 1954, has been received, and I am certainly happy to learn that Callahan, Whelan and Weber were able to be of assistance to you during your recent trip to the West. You may be sure that they were pleased to have the opportunity to show you around.

Your kind and generous comments are indeed appreciated, and I am letting them know of your gracious remarks. We will always keep your offer of assistance foremost in our minds.

Sincerely yours,

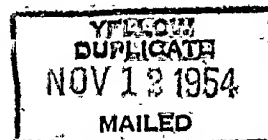
3 ccs - San Francisco, with three copies of incoming.  
2 ccs - Salt Lake City, with two copies of incoming.

cc - (with copy of incoming) Personnel Files of  
Nicholas P. Callahan  
Leonard R. Weber  
William H. Whelan

Note: Correspondent is a former Inspector of the Bureau, who occupied a position in the Director's Office for a number of years. He EOD 11/1/38 as SA and had the title of Inspector at the time of his voluntary resignation effective 2/15/52.  
(see next page)

GEM:meh:blw  
(11)

18 NOV 17 1954



Mr. Gordon A. Nease

November 12, 1954

First name salutation per Bureau mailing list. Messrs. Callahan, Weber and Whelan are being referred to very informally in view of the fact that Mr. Nease is well acquainted with them.

Nicholas P. Callahan, EOD 3-4-35 as clerk, 6-26-39 as SAA; GS-16, assigned Division 3. Leonard R. Weber, EOD 10-11-37 as SA, GS-13; assigned San Francisco. William M. Whelan, SAC, San Francisco.

D. 9  
9 11/15/54

UNITED STATES SENATE  
Committee on Appropriations

November 3, 1954.

Dear Mr. Hoover,

I have just recently returned from a trip to San Francisco and the State of Nevada, and I want to express to you my most sincere appreciation for the courtesies extended to me and another member of this staff, who accompanied me, by representatives of the Bureau. Dick Callahan was kind enough to arrange for hotel reservations for us in San Francisco which was most helpful as we arrived there on a week end. I had the opportunity of paying courtesy calls at the San Francisco office and the Reno and Las Vegas resident agencies. Everyone was most courteous and I am particularly grateful to SAC Whelan and Special Agent Rudy Webber of San Francisco, who made it possible for us to see many of the sights during our short stay there. It was my first visit to San Francisco and I am sure that I would have seen very little had not Rudy Webber devoted practically his entire Saturday afternoon in showing us around the city.

It was a real pleasure in itself just to again have a chance to visit a spotless, efficiently run Bureau office and I am glad that I had the opportunity.

If ever I can be of any assistance whatever to you or the Bureau I hope that you will call on me.

Sincerely,

/s/ Gordon

Gordon A. Lease.

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

6-22-54

I certify that I have received the following Government property for official use  
~~returned~~

Key to Room B-216  
Key to Room B-217  
(For Security Patrol)

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. **DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.** 691334

NOT RECORDED-9

File  
3 m  
cl

Very truly yours,  
*N. P. Callahan*  
N. P. Callahan

NICHOLAS P. CALLAHAN

Inspector

Number One Man

Administrative Division

EOD 6-26-39

GS-16, \$12,200

ASSISTANT DIRECTOR MOHR: Mr. Callahan is the Number One Man in the Administrative Division and is primarily concerned with the handling of the Budget and Accounting Section as well as the Property and Management Section of the Bureau.

He does an outstanding job, is extremely loyal and conscientious, and has the ability to discharge his responsibilities in an above average manner.

I think he possesses considerable administrative and executive ability and is well qualified for his present position.

INSPECTOR STRONG: Mr. Callahan has served as No. 1 Man in the Division for many years. He is thoroughly informed as to the operations of all units of the Division and performs his duties in a commendable manner. He is thoroughly qualified for his present assignment. He has no problems and is available.

INSPECTION REPORT  
ADMINISTRATIVE DIVISION  
INSPECTOR F. H. STRONG  
AUGUST 6, 1954  
JPM:mfs

144  
17 AUG 12 1954

13  
12-M  
67-NOT FOR CIRCLED 5

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

6/1/54

I certify that I have received the following Government property for official use  
~~returned~~

Key to Gymnasium

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

File  
3-7M  
pe  
NOT RECORDED

Very truly yours

*N. P. Callahan*  
N. P. Callahan

D

D

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Name of Employee: NICHOLAS P. CALLAHAN

Where Assigned: Administrative #1 Man  
(Division) (Section, Unit)

Payroll Title: Inspector

Rating Period: from 4/1/53 to 3/31/54

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

mc

Rated by:

[Signature]  
Signature

Asst Director  
Title

3/31/54  
Date

Reviewed by:

[Signature]  
Signature

ASSISTANT DIRECTOR  
Title

Date

Rating approved by:

[Signature]  
Signature

ASSISTANT DIRECTOR  
Title

Date

APR 30 1954

TYPE OF REPORT RECORDED - 3

89 MAY 16 5 1954  
(X) Official  
(X) Annual

67-43961-239  
Searched  
Numbered 180  
( ) Administrative  
( ) 60-day  
( ) Transfer  
( ) Separation from service  
( ) Special  
F 12 MAY 3 1954  
FEDERAL BUREAU OF INVESTIGATION  
3-10  
[Signature]

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee NICHOLAS P. CALLAHAN

Title Inspector

Administrative Division

Rating Period: from 4/1/53 to 3/31/54

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- |   |  |
|---|--|
| <p><u>+</u> (1) Personal appearance.</p> <p><u>+</u> (2) Personality and effectiveness of his personal contacts.</p> <p><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>✓</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>+</u> (5) Resourcefulness and ingenuity.</p> <p><u>+</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.</p> <p><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>+</u> (9) Planning ability and its application to the work.</p> <p><u>+</u> (10) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (11) Industry, including energetic consistent application to duties.</p> <p><u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'knowhow' of application.</p> <p><u>0</u> (14) Technical or mechanical skills.</p> <p><u>0</u> (15) Investigative ability and results:</p> <p style="margin-left: 20px;"><u>+</u> (a) Internal security cases</p> <p style="margin-left: 20px;"><u>+</u> (b) Criminal or general investigative cases</p> <p style="margin-left: 20px;"><u>+</u> (c) Fugitive cases</p> <p style="margin-left: 20px;"><u>+</u> (d) Applicant cases</p> <p style="margin-left: 20px;"><u>+</u> (e) Accounting cases</p> <p><u>0</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.</p> <p><u>0</u> (18) Development of informants and sources of information.</p> <p><u>+</u> (19) Reporting ability:</p> <p style="margin-left: 20px;"><u>0</u> (a) Investigative reports</p> <p style="margin-left: 20px;"><u>0</u> (b) Summary reports</p> <p style="margin-left: 20px;"><u>+</u> (c) Memos, letters, wires</p> <p style="margin-left: 20px;">(Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)</p> <p><u>0</u> (20) Performance as a witness.</p> <p><u>+</u> (21) Executive ability:</p> <p style="margin-left: 20px;"><u>+</u> (a) Leadership</p> <p style="margin-left: 20px;"><u>+</u> (b) Ability to handle personnel</p> <p style="margin-left: 20px;"><u>+</u> (c) Planning</p> <p style="margin-left: 20px;"><u>+</u> (d) Making decisions</p> <p style="margin-left: 20px;"><u>+</u> (e) Assignment of work</p> <p style="margin-left: 20px;"><u>+</u> (f) Training subordinates</p> <p style="margin-left: 20px;"><u>+</u> (g) Devising procedures</p> <p style="margin-left: 20px;"><u>+</u> (h) Emotional stability</p> <p style="margin-left: 20px;"><u>+</u> (i) Promoting high morale</p> <p style="margin-left: 20px;"><u>+</u> (j) Getting results</p> <p><u>0</u> (22) Ability on raids and dangerous assignments:</p> <p style="margin-left: 20px;"><u>0</u> (a) As leader</p> <p style="margin-left: 20px;"><u>0</u> (b) As participant</p> <p><u>+</u> (23) Organizational interest, such as making of suggestions for improvement.</p> <p><u>+</u> (24) Ability to work under pressure.</p> <p><u>+</u> (25) Miscellaneous. Specify and rate:</p> <p style="margin-left: 20px;"><u>+</u> Dictation ability</p> <p style="margin-left: 20px;"><u>+</u> Automobile driving ability</p> |
|---|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Inspector, #1 Man of Administrative Division

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk Man

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING :

SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory



NICHOLAS P. CALLAHAN  
INSPECTOR, GS-16  
NUMBER ONE MAN  
ADMINISTRATIVE DIVISION  
EOD 3-4-35 (CLERK)  
6-26-39 (SPECIAL AGENT)(A)  
ANNUAL PERFORMANCE RATING  
APRIL 1, 1953, - MARCH 31, 1954

During the current rating year Mr. Callahan has continued as the Number One Man in the Administrative Division.

The following letters of censure were directed to him during the year:

October 2, 1953, censured and placed on probation for failure to carry out instructions given him concerning servicing dictograph equipment; January 18, 1954, neglecting to advise Director's Office of change in the schedule of Assistant Special Agent in Charge Carroll Doyle of the Pittsburgh Division, who was attending Administrative School in Washington; February 4, 1954, erroneous information contained in a memorandum he prepared on January 29, 1954, captioned "Eisenhower Investigations (State Department)".

He was commended on October 12, 1953, for assistance rendered by employees of the Property Management Section during the handling of a special project in the Mechanical Section relative to the Greenlease Kidnaping case; December 11, 1953, for the performance of a truly outstanding job in connection with the preparation of material for the Director's use before the House Appropriations Committee; and on March 30, 1954, for his very valuable assistance in connection with the preparation of a summary on the Communist Party.

Mr. Callahan has continued to perform his duties as Number One Man in this Division in a highly satisfactory manner. He has been of material assistance to me personally during the year. The work of the Division has increased considerably and he has shouldered a greater part of that increase. The burdens placed upon him during the past year have been particularly heavy. However, due to his interest and loyalty to the service, he has met the demands placed upon him in a commendable manner. He is thoroughly familiar with all work performed in the Division. Subordinate employees in the Division have confidence in his decisions and recommendations.

He possesses an excellent personality and presents a very fine appearance, which assets have greatly contributed toward his excellent representation of, and ability to make friends and contacts for the Bureau in other Government agencies. Through these friends and contacts he has been able to secure a tremendous amount of valuable information for the Bureau.

His contacts, particularly with transportation companies, appropriations staffs on The Hill, and Bureau of the Budget, as well as the General Accounting Office, have been particularly valuable throughout the year.

At the present time Mr. Callahan is fully qualified to accept a higher executive position in the Bureau. His loyalty to the Director, and to the Bureau, is outstanding.

Frankly, I would not want to lose his valuable services in the Administrative Division inasmuch as he is performing excellent services for the Bureau in his present position.

MAC

TO : MR. GLAVIN

DATE: May 19, 1954

FROM : N. P. Callahan

SUBJECT: AVAILABILITY OF SPECIAL AGENT PERSONNEL

Reference is made to SAC Letter 54-25, dated May 14, 1954, setting forth the present Bureau policy regarding the requests for transfer for personal reasons. further, the SAC Letter points out that the Bureau should be advised by May 24, 1954, of those Agents who do not consider themselves available for assignment wherever their services may be needed.

Please be advised that the following Special Agents, assigned to the Administrative Division, have reviewed the contents of SAC Letter 54-25 and have stated that they are available for assignment anywhere their services are needed:

Adams, J. B.  
Benjamin, G. G.

Callahan, N. P.

Clark, W. E.  
Davidson, C. R.  
Davidson, L. L.  
Edwards, H. L.  
Gauthier, L. J.  
Gunsser, A. P.  
Hereford, F. D.  
Henshey, W. B.

Hunsinger, R. J.

Hyde, W. S.  
Ingram, E. J.  
Johnson, J. S.  
\*Leishear, W. E.  
McDaniel, N. E.  
Morrell, D. C.  
Nally, T. J.  
Renneberger, R. C.  
Rogers, C. L.  
Smith, C. Q.  
Tavel, W. S.

b6  
b7C

\*As you know, Mr. Leishear is presently on limited duty and he is receiving treatments at the U. S. Naval Hospital, and he has stated that otherwise he is available for assignment wherever his services are needed.

PGT: bja

30 JUN 8 1954

ORIGINAL FILED IN 61-80001-10008-146

49

CERTIFICATENICHOLAS P2 CALLAHAN

Name (Please type or print)

Administrative Division  
Office or Division

1. Are you now or have you ever been a member of, contributed to, affiliated or associated with, any organization listed on the attachment to this certificate?

No

Answer "Yes" or "No"

2. If your answer is "Yes" state the name of the organization, dates of membership and extent of participation. An explanation regarding membership in any of these organizations may be attached hereto on a separate sheet of paper, if you desire to explain the circumstances of your membership.

NameAddressFromToOffice HeldCERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the understanding that it will be used by the Department of Justice in carrying out the provisions of Executive Order 10450 and with knowledge that any false statement or omission of material fact may be sufficient cause for my dismissal or rejection of my application, and, further, may be cause for punishment as a violation of law including Section 1001, Title 18, U. S. Code.

38  
8 APR 16 1954

N. Callahan  
(Usual Signature)

Attachment

67 - NOT RECORDED  
JF

March 23, 1954

ORGANIZATIONS DESIGNATED BY THE ATTORNEY GENERAL OF THE  
UNITED STATES PURSUANT TO EXECUTIVE ORDER 10450.

Abraham Lincoln Brigade  
Abraham Lincoln School, Chicago, Illinois  
Action Committee to Free Spain Now  
Alabama People's Educational Association (See Communist  
Political Association)  
American Association for Reconstruction in Yugoslavia, Inc.  
American Branch of the Federation of Greek Maritime Unions  
American Christian Nationalist Party  
American Committee for European Workers' Relief (See Socialist  
American Committee for Protection of Foreign Born Workers Party)  
American Committee for the Settlement of Jews in Birobidjan, Ind.  
American Committee for Spanish Freedom  
American Committee to Survey Labor Conditions in Europe  
American Committee for Yugoslav Relief, Inc.  
American Council for a Democratic Greece, formerly known as  
the Greek American Council; Greek American Committee  
for National Unity  
American Council on Soviet Relations  
American Croatian Congress  
American Jewish Labor Council  
American League Against War and Fascism  
American League for Peace and Democracy  
American Lithuanian Workers Literary Association (also known  
as Amerikos Lietuviu Darbininku Literaturos Draugija)  
American National Labor Party  
American National Socialist League  
American National Socialist Party  
American Nationalist Party  
American Patriots, Inc.  
American Peace Crusade  
American Peace Mobilization  
American Poles for Peace  
American Polish League  
American Polish Labor Council  
American Rescue Ship Mission (a project of the United  
American Spanish Aid Committee)  
American-Russian Fraternal Society  
American Russian Institute, New York, also known as the  
American Russian Institute for Cultural Relations with  
the Soviet Union  
American Russian Institute, Philadelphia  
American Russian Institute of San Francisco  
American Russian Institute of Southern California, Los Angeles

American Slav Congress  
 American Women for Peace  
 American Youth Congress  
 American Youth for Democracy  
 Armenian Progressive League of America  
 Associated Klans of America  
 Association of Georgia Klans  
 Association of German Nationals (Reichsdeutsche Vereinigung)  
 Association of Lithuanian Workers  
 (also known as Lietuviu Darbininku Susivienijimas)  
 Ausland-Organisation der NSDAP, Overseas Branch of Nazi Party  
 Baltimore Forum  
 Black Dragon Society  
 Boston School for Marxist Studies, Boston, Massachusetts  
 Bulgarian American People's League of the United States of America  
 Bridges-Robertson-Schmidt Defense Committee  
 California Emergency Defense Committee  
 California Labor School, Inc., 321 Divisadero Street,  
 San Francisco, California  
 Carpatho-Russian People's Society  
 Central Council of American Women of Croatian Descent,  
 Also known as Central Council of American Croatian Women,  
 National Council of Croatian Women  
 Central Japanese Association (Beikoku Chuo Nipponjin Kai)  
 Central Japanese Association of Southern California  
 Central Organization of the German-American National  
 Alliance (Deutsche-Amerikanische Einheitsfront)  
 Cervantes Fraternal Society  
 China Welfare Appeal, Inc.  
 Chopin Cultural Center  
 Citizens Committee to Free Earl Browder  
 Citizens Committee for Harry Bridges  
 Citizens Committee of the Upper West Side (New York City)  
 Citizens Emergency Defense Conference  
 Citizens Protective League  
 Civil Rights Congress and its affiliated organizations,  
 including:  
     Civil Rights Congress for Texas  
     Veterans Against Discrimination of Civil Rights,  
     Congress of New York  
 Columbians  
 Comite Coordinador Pro Republica Espanola  
 Committee to Aid the Fighting South  
 Committee for Constitutional and Political Freedom  
 Committee to Defend Marie Richardson  
 Committee for the Defense of the Pittsburgh Six  
 Committee for a Democratic Far Eastern Policy  
 Committee for Nationalist Action  
 Committee for the Negro in the Arts  
 Committee for Peace and Brotherhood Festival in Philadelphia  
 Committee for the Protection of the Bill of Rights  
 Committee to Uphold the Bill of Rights

Committee for World Youth Friendship and Cultural Exchange  
 Commonwealth College, Mena, Arkansas  
 Communist Party, U. S. A., its subdivisions, subsidiaries  
 and affiliates.  
 Communist Political Association, its subdivisions, subsidiaries  
 and affiliates, including:  
     Alabama People's Educational Association  
     Florida Press and Educational League  
     Oklahoma League for Political Education  
     People's Educational and Press Association of Texas  
     Virginia League for People's Education  
 Congress of American Revolutionary Writers  
 Congress of American Women  
 Connecticut Committee to Aid Victims of the Smith Act  
 Connecticut State Youth Conference  
 Council on African Affairs  
 Council of Greek Americans  
 Council for Jobs, Relief and Housing  
 Council for Pan-American Democracy  
 Croatian Benevolent Fraternity  
 Dai Nippon Butoku Kai (Military Virtue Society of Japan  
     or Military Art Society of Japan)  
 Daily Worker Press Club  
 Daniels Defense Committee  
 Dante Alighieri Society (between 1935 and 1940)  
 Dennis Defense Committee  
 Detroit Youth Assembly  
 Emergency Conference to Save Spanish Refugees (founding  
     body of the North American Spanish Aid Committee)  
 Families of the Baltimore Smith Act Victims  
 Families of the Smith Act Victims  
 Federation of Italian War Veterans in the U. S. A., Inc.  
     (Associazione Nazionale Combattenti Italiani,  
     Federazione degli Stati Uniti d'America)  
 Finnish-American Mutual Aid Society  
 Florida Press and Educational League (See Communist  
     Political Association)  
 Frederick Douglass Educational Center  
 Freedom Stage, Inc.  
 Friends of the New Germany (Freunde des Neuen Deutschlands)  
 Friends of the Soviet Union  
 Garibaldi American Fraternal Society  
 George Washington Carver School, New York City  
 German-American Bund (Amerikadeutscher Volksbund)  
 German-American Republican League  
 German-American Vocational League (Deutsche-Amerikanische  
     Berufsgemeinschaft)  
 Harlem Trade Union Council  
 Hawaii Civil Liberties Committee

Heimuska Kai, also known as Nokubei Heieki Gimusha Kai,  
 Zaibel Nihonjin, Heiyaku Gimusha Kai, and Zaibel Heimusha  
 Kai (Japanese residing in America Military Conscripts  
 Association)  
 Hellenic-American Brotherhood  
 Hinode Kai (Imperial Japanese Reservists)  
 Hinomaru Kai (Rising Sun Flag Society -- a group of Japanese  
 War-Veterans)  
 Hokubei Zaigo Shoke Dan (North American Reserve Officers  
 Association)  
 Hollywood Writers Mobilization for Defense  
 Hungarian-American Council for Democracy  
 Hungarian Brotherhood  
 Independent Socialist League  
 Industrial Workers of the World  
 International Labor Defense  
 International Workers Order, its subdivisions, subsidiaries  
 and affiliates  
 Japanese Association of America  
 Japanese Overseas Central Society (Kaigai Dobo Chuo Kai)  
 Japanese Overseas Convention, Tokyo, Japan, 1940  
 Japanese Protective Association (Recruiting Organization)  
 Jefferson School of Social Science, New York City  
 Jewish Culture Society  
 Jewish People's Committee  
 Jewish People's Fraternal Order  
 Jikyoku Iinkai (The Committee for the Crisis)  
 Joint Anti-Fascist Refugee Committee  
 Joint Council of Progressive Italian-Americans, Inc.  
 Joseph Weydemeyer School of Social Science, St. Louis,  
 Missouri  
 Kibei Seinen Kai (Association of U. S. Citizens of Japanese  
 Ancestry who have returned to America after studying in Japan)  
 Knights of the White Camellia  
 Ku Klux Klan  
 Kyffhaeuser, also known as Kyffhaeuser League (Kyffhaeuser  
 Bund), Kyffhaeuser Fellowship (Kyffhaeuser Kameradschaft)  
 Kyffhaeuser War Relief (Kyffhaeuser Kriegshilfswerk)  
 Labor Council for Negro Rights  
 Labor Research Association, Inc.  
 Labor Youth League  
 League of American Writers  
 Lictor Society (Italian Black Shirts)  
 Macedonian-American People's League  
 Mario Morgantini Circle  
 Maritime Labor Committee to Defend Al Lannon  
 Massachusetts Minute Women for Peace  
 Maurice Braverman Defense Committee



Michigan Civil Rights Federation  
 Michigan School of Social Science  
 Nanka Teikoku Gunyudan (Imperial Military Friends Group  
 or Southern California War Veterans)  
 National Association of Mexican Americans (also known as  
 Asociacion Nacional Mexico-Americana)  
 National Blue Star Mothers of America (not to be confused with  
 the Blue Star Mothers of America organized in February 1942)  
 National Committee for the Defense of Political Prisoners  
 National Committee for Freedom of the Press  
 National Committee to Win the Peace  
 National Conference on American Policy in China and the  
 Far East (a conference called by the Committee for a  
 Democratic Far Eastern Policy)  
 National Council of Americans of Croatian Descent  
 National Council of American-Soviet Friendship  
 National Federation for Constitutional Liberties  
 National Labor Conference for Peace  
 National Negro Congress  
 National Negro Labor Council  
 Nationalist Action League  
 Nationalist Party of Puerto Rico  
 Nature Friends of America (since 1935)  
 Negro Labor Victory Committee  
 New Committee for Publications  
 Nichiei Kogyo Kaisha (The Great Fujii Theatre)  
 North American Committee to Aid Spanish Democracy  
 North American Spanish Aid Committee  
 North Philadelphia Forum  
 Northwest Japanese Association  
 Ohio School of Social Sciences  
 Oklahoma Committee to Defend Political Prisoners  
 Oklahoma League for Political Education (See Communist  
 Political Association)  
 Original Southern Klans, Incorporated  
 Pacific Northwest Labor School, Seattle, Washington  
 Palo Alto Peace Club  
 Partido del Pueblo of Panama (operating in the Canal Zone)  
 Peace Information Center  
 Peace Movement of Ethiopia  
 People's Drama, Inc.  
 People's Educational Association (Incorporated under name  
 Los Angeles Educational Association, Inc.), also known as  
 People's Educational Center, People's University,  
 People's School  
 People's Educational and Press Association of Texas  
 People's Institute of Applied Religion  
 People's Radio Foundation, Inc.  
 Philadelphia Labor Committee for Negro Rights  
 Philadelphia School of Social Science and Art  
 Photo League (New York City)  
 Political Prisoners' Welfare Committee

Polonia Society of the IWO  
 Progressive German-Americans, also known as Progressive  
 German-Americans of Chicago  
 Proletarian Party of America  
 Protestant War Veterans of the United States, Inc.  
 Provisional Committee of Citizens for Peace, Southwest Area  
 Puertorriquenos Unidos (Puerto Ricans United)  
 Quad City Committee for Peace  
 Revolutionary Workers League  
 Romanian-American Fraternal Society  
 Russian American Society, Inc.  
 Sakura Kai (Patriotic Society, or Cherry Association--  
 composed of veterans of Russo-Japanese War)  
 Samuel Adams School, Boston, Massachusetts  
 Santa Barbara Peace Forum  
 Schappes Defense Committee  
 Schneiderman-Darcy Defense Committee  
 School of Jewish Studies, New York City  
 Seattle Labor School, Seattle, Washington  
 Serbian-American Fraternal Society  
 Serbian Vidoudan Council  
 Shinto Temples  
 Silver Shirt Legion of America  
 Slavic Council of Southern California  
 Slovak Workers Society  
 Slovenian-American National Council  
 Socialist Workers Party, including American Committee  
 for European Workers' Relief  
 Socialist Youth League  
 Sokoku Kai (Fatherland Society)  
 Southern Negro Youth Congress  
 Suiko Sha (Reserve Officers Association, Los Angeles)  
 Tom Paine School of Social Science, Philadelphia, Pennsylvania  
 Tom Paine School of Westchester, New York  
 Tri-State Negro Trade Union Council  
 Ukrainian-American Fraternal Union  
 Union of American Croats  
 Union of New York Veterans  
 United American Spanish Aid Committee  
 United Committee of Jewish Societies and Landsmanschaft  
 Federations, also known as Coordination Committee of  
 Jewish Landsmanschaften and Fraternal Organizations  
 United Committee of South Slavic Americans  
 United Harlem Tenants and Consumers Organization  
 United May Day Committee  
 United Negro and Allied Veterans of America  
 Veterans of the Abraham Lincoln Brigade

Veterans Against Discrimination of Civil Rights Congress  
of New York (See Civil Rights Congress)

Virginia League for People's Education (See Communist  
Political Association)

Voice of Freedom Committee

Walt Whitman School of Social Science, Newark, New Jersey

Washington Bookshop Association

Washington Committee to Defend the Bill of Rights

Washington Committee for Democratic Action

Washington Commonwealth Federation

Washington Pension Union

Wisconsin Conference on Social Legislation

Workers Alliance (since April 1936)

Workers Party, including Socialist Youth League

Yiddisher Kultur Farband

Young Communist League

Yugoslav-American Cooperative Home, Inc.

Yugoslav Seamen's Club, Inc.

QUESTIONNAIRE FOR SPECIAL AGENT ACCOUNTANTS

Name NICHOLAS P. CALLAHAN

Birthdate 12-26-13 E.O.D. as SAA 6-26-39

Office of Assignment SOE Div 3  
Administrative Div Offices of Preference (1) None  
(2) --  
(3) --

EDUCATIONAL BACKGROUND

Colleges attended, dates, majors, degrees received:

Benjamin Franklin University, Washington, D. C., 1937 - Accounting -  
B.C.S.

CERTIFIED PUBLIC ACCOUNTANT No Year          State         

List any accounting societies in which you have been active:

None

Are you presently taking any accounting courses or preparing for

C.P.A. examination-specify No

If not, do you intend to take such a course in future: Not at this time

ACCOUNTING EXPERIENCE

List employers, dates employed and nature of work handled:

Second National Bank, Washington, D. C., Manager, Proof Dept., 18 mos.

Specify industries in which you have been employed doing accounting work, ie, petroleum, bank, etc., and periods of such employment.

Bank

NOT RECORDED

Form 6-85 Made

APR 9 5 43 16 1939

Hak

6-HAK

BUREAU EXPERIENCE:

Type accounting cases worked and approximate number:

Federal Reserve Act - 1

National Bankruptcy Act - 10

Have you testified as an accountant during a trial or hearing in Federal Court,  
U. S. Tax Court or Court of Claims No

If yes, specify type cases and number of times

Has the question of your qualifications ever been tested in court No

If so, identify the specific cases.

List type Bureau accounting cases which you believe you are particularly well  
qualified to handle, if none so state. Bankruptcy

Are you presently assigned to accounting cases? No

If not, what type cases have you handled since 4/1/53 None

COMMENTS OF SAC:

March 30, 1954

Personal and ~~Confidential~~

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

In connection with the recent preparation of a summary on the Communist Party I want to express my appreciation for the very valuable assistance you rendered.

I am aware that you voluntarily worked during the night and early morning hours of March 24 and 25, 1954, and that you afforded those employees in your division who assisted in this project effective direction and supervision. You contributed in no small measure to the expeditious completion of the project, and I am happy to commend you.

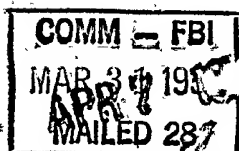
Sincerely yours,

J. Edgar Hoover

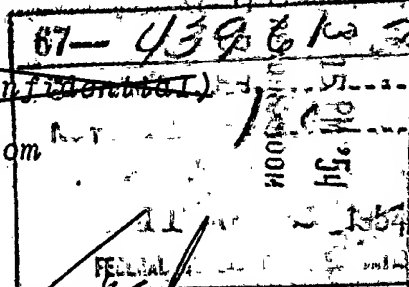
cc: Mr. Glavin (Personal and ~~Confidential~~)

LRH:lh Salutation per Reading Room

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Trotter \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



RECORDED  
MAR 30 4 12 PM '54  
U. S. DEPT. OF JUSTICE  
RECEIVED - RECORDS



MR. GLAVIN

February 19, 1954

N. P. Callahan

FIREARMS TRAINING  
ADMINISTRATIVE DIVISION

The first training schedule for the Indoor Range is set forth below. Each supervisor should carry his issued revolver with him to the range for functional tests and inspection. The Administrative Division is scheduled to attend on Wednesday, February 24, 1954, as follows:

9:00 - 9:15 AM

J. B. Adams  
G. G. Benjamin  
[redacted]  
N. P. Callahan

9:15 - 9:45 AM

[redacted]  
W. E. Clark  
[redacted]  
C. R. Davidson

9:30 - 9:45 AM

L. L. Davidson  
H. L. Edwards  
L. J. Gauthier  
A. P. Gunsser

9:45 - 10:00 AM

F. D. Hereford  
W. B. Hershey  
A. F. Hodgins  
R. G. Hunsinger

10:00 - 10:15 AM

L. D. Hunzeker  
W. S. Hyde  
E. J. Ingram  
J. S. Johnson

4:30 - 4:45 PM

W. E. Leishear  
N. E. McDaniel  
D. C. Morrell  
T. J. Nally

4:45 - 5:00 PM

R. C. Renneberger  
C. Q. Smith  
C. L. Rogers  
W. S. Tavel

5:00 - 5:15 PM

[redacted]

b6  
b7C

cc - Training and Inspection Division (sent direct)

PGT:jmr

ORIGINAL FILED IN

67-518854-124

174  
89 MAR 12 1954

March 4, 1954

PERSONAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

Today marks the completion of  
your nineteenth year as a member of the Bureau  
family and I want to offer you my sincere con-  
gratulations and best wishes on this occasion.  
Yours is a record you can well be proud of and  
I hope you will be celebrating many more such  
anniversaries.

Sincerely,

J. Edgar Hoover

RECORDED-25

EH  
JEH/impd

LETTER DELIVERED BY HAND

MAR 2 3 00 PM '54

20 MAR 8 1954

SENT FROM D. O.	
TIME	9 AM
DATE	3-4-54
BY	[Signature]

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: February 3, 1954

FROM : W. R. GLAVIN

SUBJECT: NICHOLAS R. CALLAHAN  
 Inspector - #1 Man  
 Administrative Division  
 EOD as Special Agent 6/26/39  
 Grade GS-16, \$12,200  
 Non-Veteran  
 NOT ON PROBATION

WILLIAM C. JACKSON  
 Budget and Accounting  
 Officer  
 Administrative Division  
 EOD 8/26/18  
 Resigned 11/15/21  
 Reinstated 7/16/28  
 Grade GS-13, \$8360  
 Non-Veteran  
 NOT ON PROBATION

Tolson ✓  
 Ladd ✓  
 Nichols ✓  
 Belmont ✓  
 Clegg ✓  
 Glavin ✓  
 Harbo ✓  
 Rosen ✓  
 Tracy ✓  
 E. A. Tamm ✓  
 Mohr ✓  
 Winterrowd ✓  
 Tele. Rm. ✓  
 Holloman ✓  
 Gandy ✓

Mr. Callahan's memorandum of January 29, 1954, captioned "Eisenhower Investigations (State Department) incorrectly stated that during fiscal year 1953 the FBI had billed the State Department for 270 investigations at \$540.44 each and 122 investigations at \$522.70 each, and that thus far in fiscal year 1954 we had billed the State Department for 83 investigations at \$540.44 each and 27 investigations at \$522.70 each. Actually, we billed the State Department for only 122 investigations during fiscal year 1953 at a cost of \$522.70 each and for 27 investigations during the present fiscal year at \$522.70 each. The other investigations at \$540.44 each, i.e. 270 investigations in fiscal year 1953 and 83 investigations in fiscal year 1954 were other investigations done for administration appointments in other than the State Department.

With respect to this error, Mr. Callahan, who prepared the memorandum in question, has submitted a written explanation. 121

He advises that he recalls specifically having requested Mr. Jackson for information as to the number of investigations which we had billed the State Department at the set unit cost. When he received Mr. Jackson's figures he assumed they were correct as requested since the subject matter which the memorandum involved concerned the State Department only. On the other hand, Mr. Jackson has submitted a memorandum advising that it is his recollection when Mr. Callahan requested the information he did not specifically refer to the fact that it was to be confined to the State Department. Accordingly, the figures he furnished Mr. Callahan were not so confined.

JIC:mfs

PERMANENT BRIEFS OF THE FILES OF CALLHAN AND JACKSON ARE ATTACHED.

Memorandum to Mr. Tolson

February 3, 1954

Re: Nicholas P. Callahan

William C. Jackson

The necessary corrections were made on the original memorandum prior to action being taken on it. No embarrassment resulted to the Bureau.

RECOMMENDATION:

There is no excuse for the slipshod manner in which this matter was handled. I, therefore, recommend that letters of censure be directed to Mr. Callahan and Mr. Jackson.

*That is not the point. It was grossly inaccurate. H.*

*1/3  
agree  
H.  
2/3*

*2 agree  
2/3*

*I certainly  
agree  
2/3*

*I don't think Jackson is at fault. Callahan either didn't give the proper instructions or didn't give them clearly. He should be severely censured.*

*H.*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: February 2, 1954

FROM : N. P. CALLAHAN

SUBJECT:

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

There is attached hereto a memorandum from Mr. Jackson to the writer explaining why incorrect figures were furnished which were used by the writer in a memorandum from you to Mr. Tolson dated January 29, 1954, under the caption, "Eisenhower Investigations" (State Department). Referenced memorandum reflected originally that 270 investigations in the fiscal year 1953 and 83 investigations thus far in the fiscal year 1954 were billed to the State Department at the rate of \$540.44 each whereas I was subsequently informed by Mr. Jackson that we did not bill the State Department at this rate for any investigations we have conducted for that Department to date. The original memorandum from you to Mr. Tolson has been corrected. It was located in Mr. Ladd's Office who had received it on a C-Me from Mr. Tolson and before any action outside the Bureau had been taken in connection therewith.

Mr. Jackson indicates that his recollection when I requested the above information is that I did not specifically refer to the fact that I wanted the number of investigations from the State Department only at the unit price indicated.

The writer recalls specifically having requested of Mr. Jackson information as to the number of investigations for which we had billed the State Department at the unit cost of \$540.44 and \$522.70. Upon being furnished the information by Mr. Jackson originally used, I assumed the figures as requested were correct since the subject matter which the memorandum involved concerned the State Department only.

Attachment

NPC:gt

RECORDED - 69

67-43961-235

Searched \_\_\_\_\_  
 Numbered \_\_\_\_\_

11 FEB 9 1954  
 FEDERAL BUREAU OF INVESTIGATION

128  
 30 FEB 10 1954

February 4, 1954

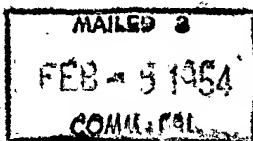
PERSONAL AND  
CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

I have reviewed the facts concerning the erroneous information contained in the memorandum you prepared on January 23, 1954, captioned "Eisenhower Investigations (State Department)" and I note that the memorandum erroneously advised that this Bureau had billed the State Department for a certain number of investigations although actually some of these investigations had been conducted for agencies other than the State Department. It is apparent to me that this gross inaccuracy was due either to your failure to furnish proper instructions to your subordinate or your failure to make your instructions sufficiently clear.

Although your dereliction in this matter could have proven most embarrassing to the Bureau, the more serious aspect of your wrongdoing was the fact that you submitted a memorandum which was grossly inaccurate. I must insist that you take the necessary steps to avoid any future recurrences of such nature.



Very truly yours,

John Edgar Hoover  
Director

CC: Mr. Glavin (P&C)

3 6 FEB 9 1954

Mr. Tolson  
Mr. Ladd  
Mr. Nichols  
Mr. Belmont  
Mr. Clegg  
Mr. Glavin  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Winterrowd  
Tele. Room  
Mr. Holloman  
Miss Gandy

67-4

RECEIVED RECORDS ROOM  
FEB 4 5 12 PM '54

FEB 4

7 52 PM '54

January 18, 1954

PERSONAL AND CONFIDENTIAL

0  
Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

Your inadequate handling of a phase of the Administrative School recently held at the Seat of Government has come to my attention. Specifically, although the schedule of instruction periods for January 14, 1954, indicated that Assistant Special Agent in Charge Carroll Doyle, of the Pittsburgh Division, would be in the Justice Building until 4:00 PM, when my office attempted to locate Mr. Doyle at 3:55 PM, it developed that he had departed for the Identification Building and you had neglected to notify my office of this change in schedule.

There is no excuse for such laxity in the handling of training schedules. It should be obvious to you that in the event it becomes necessary to make changes in the time or location of these classes, it is incumbent upon you to see to it that my office is promptly notified. In the future you will be expected to take appropriate measures to prevent any repetition of such negligence on your part.

Very truly yours,

RECORDED

67-42951-233

John Edgar Hoover  
Director

DCM:mmm

CC: Mr. Glavin (PERSONAL ATTENTION)

13 JAN 20 1954

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MAILED 6

JAN 18 1954

COMM-FBI

MR. TOLSON

1/14/54

H. H. CLEGG

W. P. C. H. H. CLEGG

WHEREABOUTS OF ASAC DOYLE WHEN DIRECTOR CALLED FOR  
HIM AT ABOUT 3:55 PM TODAY

The Administrative School, of which ASAC C. Doyle is a member, was scheduled to practical work and instruction in the Administrative Division today.

The Administrative Division prepared a memorandum showing where the two groups into which the class would be divided would be during the afternoon. ASAC Doyle was listed to be in [redacted]'s office in the Justice Building from 2 to 4, and from 4 to 6 PM in the Voucher Unit in the Ident Building.

b6  
b7C

When the Director's office called for Mr. Doyle at about 3:55 PM, it was ascertained that he was not in this building but was en route to the Ident Building. He had departed prior to the time the schedule showed he would be absent from this building and this division was not notified and presumably the Director's office was not notified.

This Division was notified that Group Two, in which group was Messrs. Miller, Torrens, Talburtt and Mulroy, would be in the Ident Division from 2 to 4:15, which was the only change we were aware of in the previously prepared schedule.

Mr. Callahan of the Administrative Division has been requested to submit a memorandum promptly explaining why ASAC Doyle was permitted to leave the Justice Building prior to the scheduled time of departure.

Mr. Callahan advises that the Administrative Division let Mr. Doyle depart prior to 4 PM in order to catch the station wagon for the Ident Building at 3:50 PM and that they did not notify anybody of this plan. Mr. Callahan's memo attached.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

CC - Mr. Glavin

Attachment

HHC:hd

7 JAN 21 1954

MR. TOLSON

DATE: December 10, 1953

W. R. GLAVIN

PREPARATION OF BUDGET MATERIAL  
FISCAL YEAR 1955

As you know, this year we had a very limited period of time in which to prepare the Director's material for the House Appropriation Hearings.

I wanted to mention to you the wholehearted cooperation I received from the employees of this Division in giving freely of their own time to insure the proper preparation of the material in question.

It was necessary that a number of employees work over the Thanksgiving holiday and the Saturday and Sunday following.

I want to particularly mention the work performed by Mr. A. P. Gunsser, who prepared the greater portion of the material furnished to the Director. Special Agents C. L. Rogers and [redacted] assisted to a considerable extent in preparing this material. Budget Supervisor William C. Jackson performed considerable overtime as he has always done in years past, in gathering up the detailed figures and seeing that all of the necessary typing, checking, and proofing was completed.

Mr. Gunsser, on at least one occasion worked completely around the clock in connection with this matter. Further, in the final preparation of the material the following employees worked from the beginning of the business day, 9:00 A.M., on Monday, November 30, 1953, until 4:00 A.M. Tuesday, December 1, 1953: N. P. Callahan, C. L. Rogers, William C. Jackson, [redacted]. These employees, on their own, were back on duty at 9:00 A. M. the next morning with the exception of [redacted], who came in a short time later.

I am listing below employees in the Budget Unit and other Units of the Administrative Division, as well as one employee of the Investigative Division, who performed a considerable amount of overtime in order that the deadline might be met in connection with the preparation of this budget material:

Budget Unit

William C. Jackson  
[redacted]

Leave Unit

[redacted]

JAN 11 1954

WRG:mfs

Memorandum to Mr. Tolson

December 10, 1953

Re: Preparation of Budget Material, Fiscal Year 1955

Budget Unit (continued)

Physical Unit

Movement Unit

Personnel Action Unit

Personnel Briefing Unit

Front Office

Investigative Division

b6  
b7C

It is recommend that appropriate notations of the wholehearted cooperation of all of the above employees be made a matter of record in their files.

On this occasion as on other occasions in the past when it has been necessary to have a job done within a stated period of time, there was wholehearted cooperation throughout the Division in seeing that sufficient help was on hand to do the job.

I AGREE TOLSON 12-10



To: Mr. Glavin

12-7-53

FROM: H. L. Edwards

SUBJECT: FIREARMS DELINQUENCIES  
ADMINISTRATIVE DIVISION

The following are the dates when those delinquent from this division in firearms will go to Quantico for their makeups, it being noted that dated from makeups according to SAC Sloan are December 8, 9, and 10, 1953.

N.P. Callahan --  
H.L. Edwards --  
\*A.P. Gunsser --

December 10, 1953

December 9, 1953

States unable to go on any of the dates because of work on the Director's testimony.

Special Agent C. Ray Davidson and W.E. Leishear are also listed as delinquent but SAC Sloan has been advised by me that both of these men are on limited duty because of physical limitations therefore they are not qualified for firearms at this time and Mr. Sloan will be notified when this limitation is removed as these men will be able to make up their firearms.

HLE:ep

cc: Mr. Callahan  
Mr. Gunsser  
Mr. C. R. Davidson  
Mr. Leishear

ADDENDUM: (HLE:AO 1209-53)

\* Pursuant to my conversation with you on December 8, 1953, checked with SAC Sloan, who informed me that he would attempt to handle Mr. Gunsser on December 11th if he could make it.

50

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation					2. Pay roll code		3. Block No.		4. Slip No. <b>11535</b>	
5. Employee's name (and social security account number when appropriate) <b>12, NICHOLAS P. CALLAHAN</b>					6. Grade and salary <b>SA GS 16 \$12,000</b>					
<b>PAY ROLL CHANGE DATA</b>										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PA
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:						11. Appropriation(s)			12. Prepared by <b>68</b>	
									13. Audited by	
<input checked="" type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase										
14. Effective date <b>1-17-51</b>	15. Date last equivalent increase <b>7-20-52</b>	16. Old salary rate <b>\$12,000</b>	17. New salary rate <b>\$12,200</b>	18. Performance rating is satisfactory or better.  (Signature or other authentication) <b>JK</b>						
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):  <input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.						
<b>68 DEC 21 1953</b>				Initials of <b>JK</b>						

STANDARD FORM NO. 1126d—Revised  
Form prescribed by Comp. Gen., U. S.  
Nov. 8, 1950, General Regulations No. 102

**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

December 11, 1953

Personal and Confidential

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

I want you to be aware of my great satisfaction with the splendid service rendered by you in connection with the preparation of material for my use before the House Appropriations Committee.

Your tireless devotion to duty, excellent judgment, and effective coordination of this project certainly played a large part in its expeditious completion and in the high calibre of the work done by the employees who participated. I am indeed pleased to inform you in this manner of my commendation for a truly outstanding job.

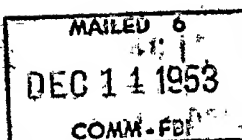
Sincerely yours,

J. Edgar Hoover

cc: Mr. Glavin (P&C)

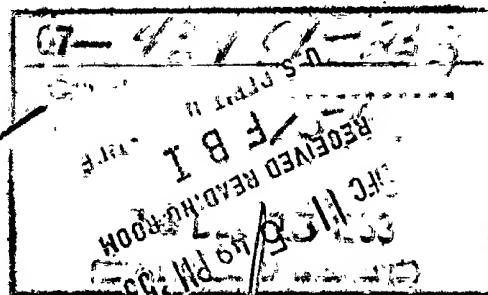
LRH:rk

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



U.S. DEPT. OF JUSTICE  
RECEIVED - DIRECTOR  
FBI

DEC 18 1953



573



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

3-122

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name MRS. Lillian<sup>P.</sup> Callahan Relationship Wife Date 12/1/53  
Address 1301 Buchanan St., N.E., Washington, D. C.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME Same Relationship \_\_\_\_\_  
Address \_\_\_\_\_

NOT RECORDED-14

Very truly yours,

*Lillian Callahan*  
Special Agent

30 30 DEC 2 1953  
8 1953

November 25, 1953

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

The Bureau is pleased to advise you that you are  
being removed from a probationary status.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover  
Director

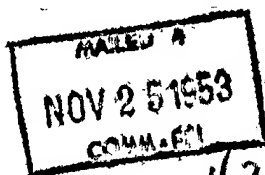
cc - Mr. Glavin (~~Confidential~~)  
Mr. Clegg " (Inspector)  
Movement "  
Leave "  
[redacted] " sent direct)

b6  
b7C

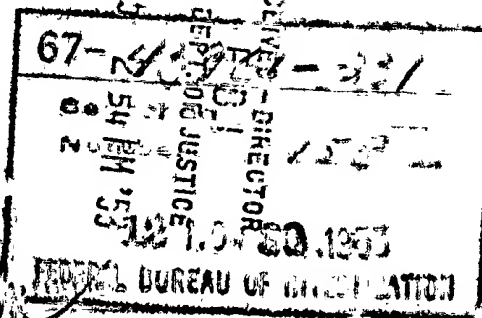
FDH:RL

RL

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



30 DEC 1 1953



# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>CALLAHAN, N.P.</b>		2. GRADE AND COMPONENT OR POSITION <b>INSPECTOR</b>	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <b>ANNUAL</b>	6. DATE OF EXAMINATION <b>11-9-53</b>
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/>	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH <b>12-26-13</b>	
13. PLACE OF BIRTH <b>D.C.</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <b>NNMC- Bethesda</b>		16. OTHER INFORMATION	

17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
<b>CLINICAL EVALUATION</b> (Check each item in appropriate column: enter "N. E." if not evaluated)		<b>NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)</b>	
NORMAL	ABNOR- MAL		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. HEAD, FACE, NECK, AND SCALP	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. NOSE	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. SINUSES	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. MOUTH AND THROAT	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. DRUMS (Perforation)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. OPHTHALMOSCOPIC	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. PUPILS (Equality and reaction)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. LUNGS AND CHEST (Include breasts)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. HEART (Thrust, size, rhythm, sounds)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. VASCULAR SYSTEM (Varicosities, etc.)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. ABDOMEN AND VISCERA (Include hernia)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. ENDOCRINE SYSTEM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	34. G-U SYSTEM	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	35. UPPER EXTREMITIES (Strength, range of motion)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. FEET	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. SPINE, OTHER MUSCULOSKELETAL	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40. SKIN, LYMPHATICS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	41. NEUROLOGIC (Equilibrium tests under item 72)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	42. PSYCHIATRIC (Specify any personality deviation)	
Females only: (Check how done)			
<input type="checkbox"/>	<input type="checkbox"/>	43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

34- Mild hypospadias

39- Hernia & Appendectomy scars.

2 ENCL

67-43961-230

149

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)  
O.—Restorable teeth X.—Missing teeth (6 X 8).—Fixed bridge, brackets to include abutments  
/.—Nonrestorable teeth XXX.—Replaced by dentures

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	LEFT	
	X	X	X	X																														

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES  
Type III  
Class NOV 24 1953  
DTR-pr. MAX & MAN  
FEDERAL BUREAU OF INVESTIGATION

## LABORATORY FINDINGS

45. URINALYSIS: SP. GR. <b>1.017</b>		46. CHEST X-RAY (Place, date, film number, result) <b>NEG</b>	47. SEROLOGY (Specify test used and result) <b>NEG</b>
ALBUMIN <b>N</b>	SUGAR <b>N</b>	49. BLOOD TYPE AND RH FACTOR <b>POS 97</b>	
48. EKG <b>ECG-normal</b>		50. OTHER TESTS	

30 NOV 25 1953

Entered & checked  
11-18-53 4-24-54/10/54

NOV 24 1953

## MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 5' 7 3/4"		52. WEIGHT 169		53. COLOR HAIR Black		54. COLOR EYES Brown		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. Normal	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 120 DIAS. 70		RECUM- BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 88		AFTER EXERCISE 100		2 MIN. AFTER RECUMBENT AFTER STANDING 3 MIN.	
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION			
RIGHT 20 CORR. TO 20/				BY S. CX				CORR. TO BY			
LEFT 20 CORR. TO 20/				BY S. CX				CORR. TO BY			
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) Normal				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION	
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV 15 /15 SV 15 /15		250 256 500 1000 2000 3000 4000 8000 256 512 1024 2048 4096 8192									
LEFT WV 15 /15 SV 15 /15		RIGHT									
		LEFT									

## 73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

Rt. Hernia Oper. - 1932

Appendectomy - 1936

Br. Rt. Ankle - 1942 (?)

(Use additional sheets of plain paper if necessary)

## 74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

## 75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

## 76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (Check):  
☒ IS QUALIFIED FOR STRENUOUS PHYSICAL EXERTION AND USE OF FIREARMS.  
☐ IS NOT QUALIFIED FOR PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

## 79. TYPED OR PRINTED NAME OF PHYSICIAN

RICHARD W. OLMSTEAD

SIGNATURE

## 80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

## 81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

A. T. SMITH CDR. DC USN

SIGNATURE

## 82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF ATTACHED SHEETS

ATTACHMENT TO STANDARD FORM 88  
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee 15 qualified for strenuous physical  
(is or is not)  
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

Richard D. Shumaker  
(Signature of Medical Examiner)

11/12/53  
(Date)

ENCLOSURE 67-43961-236



# REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME <u>Callahan, N. P.</u>		2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION <u>NOV 9</u>
7. SEX <u>M</u>	8. RACE <u>W</u>	9. TOTAL YRS. GOVT. SERVICE MILITARY <u>      </u> CIVILIAN <u>      </u>	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT			
12. DATE OF BIRTH <u>12-26-13</u>		13. PLACE OF BIRTH <u>D.C.</u>	
14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN			
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS		16. OTHER INFORMATION	
17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists) <u>OK.</u>			

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE?		
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	RELATION(S)
FATHER			<u>PNEUMONIA</u>	<u>69</u>			HAD TUBERCULOSIS
MOTHER	<u>77</u>	<u>SATIS.</u>					HAD SYPHILIS
SPOUSE	<u>46</u>	<u>"</u>					HAD DIABETES
BROTHERS	<u>750</u>	<u>"</u>					HAD CANCER
AND	<u>55</u>	<u>"</u>					HAD KIDNEY TROUBLE
SISTERS	<u>28</u>	<u>53</u>					HAD HEART TROUBLE
							HAD STOMACH TROUBLE
CHILDREN	<u>16</u>	<u>"</u>					HAD RHEUMATISM (Arthritis)
	<u>12</u>	<u>"</u>					HAD ASTHMA, HAY FEVER, HIVES
	<u>5</u>	<u>"</u>					HAD EPILEPSY (Fits)
							COMMITTED SUICIDE
							BEEN INSANE

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)			
YES	NO	(Check each item)	(Check each item)
<input checked="" type="checkbox"/>		SCARLET FEVER, ERYSIPELAS	<input checked="" type="checkbox"/> GOITER
<input checked="" type="checkbox"/>		DIPHTHERIA	<input checked="" type="checkbox"/> TUBERCULOSIS
<input checked="" type="checkbox"/>		RHEUMATIC FEVER	<input checked="" type="checkbox"/> SOAKING SWEATS (Night sweats)
<input checked="" type="checkbox"/>		SWOLLEN OR PAINFUL JOINTS	<input checked="" type="checkbox"/> ASTHMA
<input checked="" type="checkbox"/>		MUMPS	<input checked="" type="checkbox"/> SHORTNESS OF BREATH
<input checked="" type="checkbox"/>		WHOOPING COUGH	<input checked="" type="checkbox"/> PAIN OR PRESSURE IN CHEST
<input checked="" type="checkbox"/>		FREQUENT OR SEVERE HEADACHE	<input checked="" type="checkbox"/> CHRONIC COUGH
<input checked="" type="checkbox"/>		DIZZINESS OR FAINTING SPELLS	<input checked="" type="checkbox"/> PALPITATION OR POUNDING HEART
<input checked="" type="checkbox"/>		EYE TROUBLE	<input checked="" type="checkbox"/> HIGH OR LOW BLOOD PRESSURE
<input checked="" type="checkbox"/>		EAR, NOSE OR THROAT TROUBLE	<input checked="" type="checkbox"/> CRAMPS IN YOUR LEGS
<input checked="" type="checkbox"/>		RUNNING EARS	<input checked="" type="checkbox"/> FREQUENT INDIGESTION
<input checked="" type="checkbox"/>		CHRONIC OR FREQUENT COLDS	<input checked="" type="checkbox"/> STOMACH, LIVER OR INTESTINAL TROUBLE
<input checked="" type="checkbox"/>		SEVERE TOOTH OR GUM TROUBLE	<input checked="" type="checkbox"/> GALL BLADDER TROUBLE OR GALL STONES
<input checked="" type="checkbox"/>		SINUSITIS	<input checked="" type="checkbox"/> JAUNDICE
<input checked="" type="checkbox"/>		HAY FEVER	<input checked="" type="checkbox"/> ANY REACTION TO SERUM, DRUG OR MEDICINE
<input checked="" type="checkbox"/>		TUMOR, GROWTH, CYST, CANCER	<input checked="" type="checkbox"/> RUPTURE
<input checked="" type="checkbox"/>		APPENDICITIS	<input checked="" type="checkbox"/> PILES OR RECTAL DISEASE
<input checked="" type="checkbox"/>		FREQUENT OR PAINFUL URINATION	<input checked="" type="checkbox"/> KIDNEY STONE OR BLOOD IN URINE
<input checked="" type="checkbox"/>		SUGAR OR ALBUMIN IN URINE	<input checked="" type="checkbox"/> BOILS
<input checked="" type="checkbox"/>		VENEREAL DISEASE	<input checked="" type="checkbox"/> RECENT GAIN OR LOSS OF WEIGHT
<input checked="" type="checkbox"/>		ARTHRITIS OR RHEUMATISM	<input checked="" type="checkbox"/> BONE, JOINT, OR OTHER DEFORMITY
<input checked="" type="checkbox"/>		LAMENESS	<input checked="" type="checkbox"/> LOSS OF ARM, LEG, FINGER, OR TOE
<input checked="" type="checkbox"/>		PAINFUL OR "TRICK" SHOULDER OR ELBOW	<input checked="" type="checkbox"/> HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)		22. FEMALES ONLY—A. HAVE YOU EVER— B. COMPLETE THE FOLLOWING:	
<input checked="" type="checkbox"/> WORN GLASSES	<input checked="" type="checkbox"/> ATTEMPTED SUICIDE	<input type="checkbox"/> BEEN PREGNANT	AGE AT ONSET OF MENSTRUATION
<input checked="" type="checkbox"/> WORN AN ARTIFICIAL EYE	<input checked="" type="checkbox"/> BEEN A SLEEP WALKER	<input type="checkbox"/> HAD A VAGINAL DISCHARGE	INTERVAL BETWEEN PERIODS
<input checked="" type="checkbox"/> WORN HEARING AIDS	<input checked="" type="checkbox"/> LIVED WITH ANYONE WHO HAD TUBERCULOSIS	<input type="checkbox"/> BEEN TREATED FOR A FEMALE DISORDER	DURATION OF PERIODS
<input checked="" type="checkbox"/> STUTTERED OR STAMMERED	<input checked="" type="checkbox"/> COUGHED UP BLOOD	<input type="checkbox"/> HAD PAINFUL MENSTRUATION	DATE OF LAST PERIOD
<input checked="" type="checkbox"/> WORN A BRACE OR BACK SUPPORT	<input checked="" type="checkbox"/> BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	<input type="checkbox"/> HAD IRREGULAR MENSTRUATION	QUANTITY: <input type="checkbox"/> NORMAL <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> SCANTY
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?	24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS	25. WHAT IS YOUR USUAL OCCUPATION?	26. ARE YOU (Check one) <input type="checkbox"/> RIGHT HANDED <input type="checkbox"/> LEFT HANDED

67-43941-230  
ENCLOSURE

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	✓	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	✓	B. INABILITY TO PERFORM CERTAIN MOTIONS
	✓	C. INABILITY TO ASSUME CERTAIN POSITIONS
	✓	D. OTHER MEDICAL REASONS (If yes, give reasons)
	✓	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	✓	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	✓	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	✓	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
✓		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	✓	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
	✓	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
	✓	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	✓	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	✓	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	✓	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	✓	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

32 RT. HERNIA OPER. - 1932  
APPENDECTOMY - 1936

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.  
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

SMOKING - CIGARETTES - 1 PACK PER DAY

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

SIGNATURE

NUMBER OF ATTACHED SHEETS

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: November 6, 1953

FROM : N. P. Callahan

SUBJECT:

Tolson ✓  
Ladd ✓  
Nichols ✓  
Belmont ✓  
Clegg ✓  
Glavin ✓  
Harbo ✓  
Rosen ✓  
Tracy ✓  
Laughlin ✓  
Mohr ✓  
Winterrowd ✓  
Tele. Rm. ✓  
Holloman ✓  
Gandy ✓

Mr. Tolson has requested an explanation as to why the writer prepared a wire to five divisional offices instructing that one clerical employee from each office be sent to the St. Louis Office on special assignment without designating whether they should be male or female and whether they should possess typing ability.

The writer's teletype was predicated upon a telephone call received from SAC Milnes at which time he did not specify beyond the fact that he would be appreciative of receiving clerical assistance on special assignment if at all possible, he pointing out that his clerical staff was working 7 days a week building up compensatory leave as a result thereof and, further, the work of the office was also suffering.

The writer regrets that at the time of his telephone conversation with SAC Milnes he did not obtain more specific information concerning the type of clerical assistance desired.

Mr. Mohr subsequently discussed with Mr. Milnes specifically the type of clerical assistance desired and ascertained that two additional male typists and three additional female typists would be required.

Accordingly, arrangements were made by the Administrative Division to have clerical employees as above-described report to the St. Louis Office from the Omaha, Milwaukee, and Charlotte Offices immediately.

NPC:jmr

*We should have determined this before we prepared orders*

*yes*  
*11/6*

*11/6/53*

*This was handled by Callahan*

67-43961-228
Con: _____
157
NOV 13 1953

20 NOV 18 1953

11/6

## OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: October 20, 1953

FROM : W. R. Glavin

SUBJECT: CERTIFYING OFFICERS

Mr. S. A. Andretta, Administrative Assistant Attorney General, telephonically communicated with me on the morning of October 7, 1953, and advised that as the Administrative Assistant Attorney General, he has the responsibility of approving certifying officers for all divisions and bureaus of the Department of Justice. He inquired of me as to whether the Director would have any objection to approving the certifying officers for the FBI.

I advised Mr. Andretta that I was sure there would be no objection to his having the Attorney General delegate such authority to the Director.

At the present time we have five certifying officers in the Bureau, they being certified to approve vouchers being submitted to the Treasury Department for payment. This includes all types of vouchers, payrolls, and any item wherein charges are made against our appropriations.

The five certifying officers are as follows:

W. R. Glavin, who certifies blue slip vouchers

N. P. Callahan, who certifies blue slip vouchers in the absence of Mr. Glavin. (These are the only two certifying officers authorized to certify blue slip vouchers with the General Accounting Office) Mr. Callahan also certifies payrolls and other documents prepared for transmission to the General Accounting Office by the Budget or Accounting Section.

A. P. Gunsser, who certifies the payrolls and other matters handled from time to time by Mr. Callahan with the exception of blue slip vouchers

[redacted] and [redacted] the Clerical Supervisor and Assistant Clerical Supervisor of the Voucher Section located in the Identification Division Building, who certify expense accounts and other regular expenditure accounts submitted to the Bureau monthly for payment.

b6  
b7c

RG:mfs

156 158  
OCT 24 1953

MR. TOLSON

October 8, 1953

W. R. Glavin

GRENAP

N. P. Callahan

It is respectfully recommended that certain letters of commendation be forwarded to employees of the Administrative Division who performed outstanding work in connection with the preparation and distribution of the ransom lists in the above-mentioned case.

The Printing, Photographic and Assembling Units of the Mechanical Section of this Division worked around the clock on the preparation of the ransom lists, assembling and subsequent boxing and forwarding to the field for a period of approximately one week. Those employees in the Printing Unit proper worked in 12 hour shifts for a period of 5 days in order to get a big jump on the preparation of the lists in question.

A number of the employees in the Property Management Section and the Voucher Unit, both of the Administrative Division, also volunteered to assist in the handling of this work.

RECOMMENDATION

It is recommended that a communication be addressed to Mr. Renneberger, commending the employees of the Mechanical Section for the manner in which they assisted in the preparation of the lists in question.

It is further recommended that individual letters of commendation go to [redacted] Assistant Supervisor of the Mechanical Section, who worked very long hours in connection with the program in a supervisory capacity and Unit Supervisors in the Printing and Assembling Units - [redacted]

[redacted] and [redacted] in the Photographic Unit - [redacted]. I personally followed this list from the initial printing until printing was discontinued and I relied particularly on the clerical employees above-mentioned to keep the Mechanical Section operating to its maximum capacity. I feel that the above employees should be commended individually for their outstanding efforts. It is also recommended that a communication be addressed to Mr. Callahan commending the employees of the Property Management Section for their unselfish co-operation during this emergency. It is also recommended that a communication of commendation be addressed to Special Agent Jamie S. Johnson commending the employees of the Voucher Unit, who willingly gave of their time over

b6  
b7c

WRG:vs

23 OCT 23 1953

121

COPY

125

Memo to Mr. Tols - Continued

and above the regular working hours to assist in the handling of this particular matter.

I want very briefly to mention to the Director that the enthusiasm, loyalty and conscientiousness of the employees in these various units was one of the most heartening exhibitions of loyalty to the Bureau that I have seen in a long time.

Should you agree with the above recommendation, the appropriate communications will be prepared immediately.

I agree.

JPM

10/8

OK

Tolson

10-8

I agree.

FH

10/8

Letters of Commenda.

10-12-53

OK, yes well done.

H.

October 12, 1953

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

I am dropping this note to inform you of my appreciation for the assistance rendered by employees of the Property Management Section during the handling of a special project in the Mechanical Section relative to the Greenlease Kidnaping case.

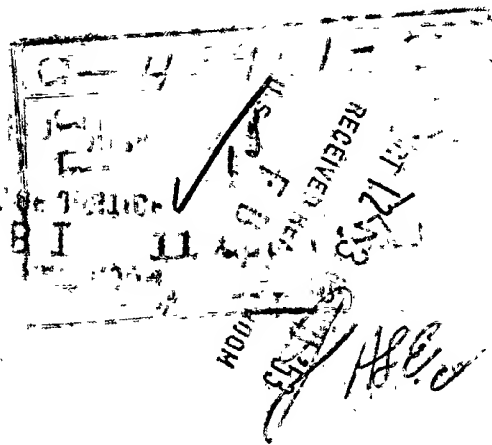
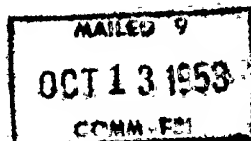
These employees displayed a splendid spirit of cooperation and performed capably and enthusiastically. I wish that you would advise all of the personnel of the section who contributed their time to this task of my commendation for their loyalty and devotion to duty. They acted in accordance with the highest standards of the Bureau.

Sincerely yours,  
J. Edgar Hoover

cc: Mr. Glavin (F&C)

LRH:rk

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



October 2, 1953

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

I cannot express too strongly my feeling of complete exasperation at your failure to carry out instructions given you by Mr. Glavin on the evening of September 30, 1953, to arrange for servicing a piece of essential operating equipment in my office. The matter is all the more aggravated in view of the fact that the only reason for your dereliction, according to your explanation, was a mental lapse.

Because of your demonstrated lack of performance on this occasion, you are being placed on probation. I am sure it must be apparent to you, without the need for any detailed proof, that there is no place in this organization for such inefficiency. It should be especially self-evident to you because of the responsible position you occupy. Accordingly, I shall expect an immediate and complete improvement on your part so that it will not be necessary for such matters to be called to your attention in the future.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

CC - Mr. Glavin (P & C)

The work of this employee should be closely supervised for 60 days and at the expiration of that time, you should submit a special performance rating report on him together with a recommendation as to whether he should be removed from probation.

CC - Mr. Clegg (Inspector)

Movement Unit

COMM - FBI

OCT 5 - 1953

MAILED 23

RECEIVED

OCT 2 8 08 AM '53

CT 2 4

b6  
b7C



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: October 1, 1953

FROM : W. R. GLAVIN

SUBJECT: FAILURE TO CONTACT DICTOGRAPH REPAIRMAN

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Laughlin  
Mohr  
Tele. Rm.  
Holloman  
Gandy

W. P. CALLAHAN

I am attaching hereto a memorandum dated today (10/1/53) from Mr. Callahan concerning his failure to contact the dictograph repairman last evening. Mr. Holloman called me shortly before 6:00 P.M. concerning this matter and I immediately instructed Mr. Callahan to get in touch with the dictograph man to be sure that the dictograph man would report to the Director's Office no later than 8:00 A.M. today to take care of the dictograph. I ascertained this morning that Callahan did not get in touch with the dictograph people last night, which was contrary to my instructions.

There is absolutely no excuse for his failure to do so since I am of the very definite opinion that this matter could have been handled without difficulty. I want to assure both the Director and you that I have endeavored to have this Division comply promptly with any instructions received from the Director's Office. At such time as we cannot do it I personally feel we have out-lined our usefulness.

RECOMMENDATION

It is my recommendation that Callahan be severely censured and placed on probation for his dereliction in this particular case.

I certainly agree

67-13961-270

Searched

Indexed

11 OCT 6

FEDERAL BUREAU OF INVESTIGATION

WRG:pmc  
AttachmentLtr of censure, probation  
to Mr. CallahanWRG:pmc  
10/2/53Memo to Tolson  
10/1/53  
152  
OCT 8 1953

1 ENC. 1-2

Yes but I am completely  
exasperated at the con-  
tinuous flood of derelictions in this Division.  
Censure, probation etc  
have no effect. Until  
a changed attitude is  
reflected no improvement  
can be expected. H.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 10/1/53

FROM : N. P. Callahan *ml*

SUBJECT: FAILURE TO CONTACT DICTOGRAPH REPAIRMAN

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Laughlin	_____
Mohr	_____
Winterrowd	_____
Tele. Rm.	_____
Holloman	_____
Gandy	_____

In the evening of September 30, you instructed the writer to contact the contract dictograph repairman pursuant to a request you had received from Mr. Holloman in order that he could be in the Director's Office at 8:00 A.M., this morning and repair trouble that had developed on the Director's set.

The writer failed to contact the repairman and needless to say feels very badly that your instructions were not carried out.

By way of explanation and by no means in an effort to alibi or excuse such failure, it is pointed out that at the time these instructions were received, which was approximately 5:45 P.M., there was no answer at the office phone of the contractor and normally under such circumstances he could be reached at home after 6:30 P.M. The writer, having made notations of other telephone calls received in the interim inadvertently disposed of the paper with such notations on it and the matter slipped the writer's mind.

The dictograph repair man has been contacted this morning and will be available to make necessary repair at the first opportunity that the Director will be absent from his office for any period of time.

RECORDED-91

NPC:us

*Memo to Mr Tolson  
WPC Biffene  
10/1/53*

67-43961-225
SEARCHED _____
INDEXED _____
SERIALIZED _____
FILED _____
OCT 6 1953
FEDERAL BUREAU OF INVESTIGATION

*91*  
17 OCT 8 1953

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: NICHOLAS P. CALLAHAN

Where Assigned: Administrative #1 Man  
(Division) (Section, Unit)

Payroll Title: Inspector

Rating Period: from 4/1/52 to 3/31/53

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

Rated by:

[Signature] Asst Director 4/10/53  
Signature Title Date

Reviewed by:

[Signature] ASSISTANT DIRECTOR APR 14 1953  
Signature Title Date

Rating approved by:

[Signature] ASSISTANT DIRECTOR APR 14 1953  
Signature Title Date

### TYPE OF REPORT

- (☒) Official  
(☒) Annual

100  
89 APR 16 1953

RECORDED - 63

67-43961-224	
( ) Administrative	Searched
( ) 60-day	Numbered
( ) Transfer	
( ) Separation from service	
( ) Special	
APR 15 1953	
FEDERAL BUREAU OF INVESTIGATION	

3

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee NICHOLAS P. CALLAHAN Title Inspector  
Administrative Division Rating Period: from 4/1/52 to 3/31/53

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
= Unsatisfactory.  
0 No opportunity to appraise performance during rating period.  
 Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.  
 So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- |   |  |
|---|--|
| <p><u>+</u> (1) Personal appearance.<br/> <u>+</u> (2) Personality and effectiveness of his personal contacts.<br/> <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/> <u>✓</u> (4) Physical fitness (including health, energy, stamina).<br/> <u>+</u> (5) Resourcefulness and ingenuity.<br/> <u>+</u> (6) Forcefulness and aggressiveness as required.<br/> <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.<br/> <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.<br/> <u>+</u> (9) Planning ability and its application to the work.<br/> <u>+</u> (10) Accuracy and attention to pertinent detail.<br/> <u>✓</u> (11) Industry, including energetic consistent application to duties.<br/> <u>✓</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/> <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'knowhow' of application.<br/> <u>0</u> (14) Technical or mechanical skills.<br/> <u>0</u> (15) Investigative ability and results:<br/>         ___ (a) Internal security cases<br/>         ___ (b) Criminal or general investigative cases<br/>         ___ (c) Fugitive cases<br/>         ___ (d) Applicant cases<br/>         ___ (e) Accounting cases<br/> <u>0</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.<br/> <u>0</u> (18) Development of informants and sources of information.<br/> <u>+</u> (19) Reporting ability:<br/>         <u>0</u> (a) Investigative reports<br/>         <u>0</u> (b) Summary reports<br/>         <u>+</u> (c) Memos, letters, wires<br/>         (Consider: ___ conciseness; ___ clarity; ___ organization; ___ thoroughness; ___ accuracy; ___ adequacy and pertinency of leads; ___ administrative detail.)<br/> <u>0</u> (20) Performance as a witness.<br/> <u>+</u> (21) Executive ability:<br/>         <u>+</u> (a) Leadership<br/>         <u>+</u> (b) Ability to handle personnel<br/>         <u>+</u> (c) Planning<br/>         <u>+</u> (d) Making decisions<br/>         <u>+</u> (e) Assignment of work<br/>         <u>+</u> (f) Training subordinates<br/>         <u>+</u> (g) Devising procedures<br/>         <u>+</u> (h) Emotional stability<br/>         <u>+</u> (i) Promoting high morale<br/>         <u>+</u> (j) Getting results<br/> <u>0</u> (22) Ability on raids and dangerous assignments:<br/>         ___ (a) As leader<br/>         ___ (b) As participant<br/> <u>+</u> (23) Organizational interest, such as making of suggestions for improvement.<br/> <u>+</u> (24) Ability to work under pressure.<br/> <u>+</u> (25) Miscellaneous. Specify and rate:<br/>         <u>+</u> Dictation ability<br/>         ___ Automobile driving ability</p> |
|---|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Inspector, #1 Man of Administrative Division.

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk Man.

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING : SATISFACTORY  
 Outstanding; Satisfactory; Unsatisfactory

NICHOLAS P. CALLAHAN  
Inspector - #1 Man  
Administrative Division


Mr. Callahan has continued as #1 Man in the Administrative Division. As such he has personal responsibility for direct supervision of budget and fiscal matters, including payroll and voucher operations and operations of the Security Patrol and procurement.

In addition he has continued to keep abreast of all the other many matters confronting the Administrative Division at this time.

In my opinion Mr. Callahan has continued to do an outstanding job. He is willing at any time to take responsibility for the operation of any matter coming within the jurisdiction of this Division. During a number of months past he has been of tremendous assistance in handling many matters which previous to this time had been handled on my own desk.

He has exceptional ability as a liaison contact representative and this fact has been proven many times over during the past year through Government, commercial, and business contacts. He is extremely loyal to the Director and to the Bureau and gives willingly of his time without thought to personal convenience. I feel that he is well qualified for the position he now occupies and he will continue to be a highly satisfactory employee in the future.

In my opinion he is highly satisfactory in his present assignment and should be continued in that assignment

  
Initials

TO : The Director

DATE: February 17, 1953

FROM : H. H. Clegg

SUBJECT: INSPECTION - ADMINISTRATIVE DIVISION  
INSPECTOR R. T. HARBO  
DECEMBER 12, 1952 - JANUARY 30, 1953

SYNOPSIS

1. Some work areas were rather congested, but considered adequate in view of general space shortage in Justice Building. Several minor delinquencies in physical condition and maintenance were corrected during the inspection.
2. Seven record cards pertaining to purchases of bonds by employees, one pay record folder, and fourteen Time and Attendance cards were found at the bottom of file cabinets, under the bottom drawer; all had been completely processed and were being held only for record purposes. Seventy-three Time and Attendance cards for 1951 were found behind the bottom drawer of an employee's desk.
3. Pending work averaged 4 days for Agents and 2.6 days for clerks.
4. Streamlining was effected by arrangements to discontinue record cards for individual employees showing Government bonds issued, also by discontinuing practice followed in some divisions at Seat of Government whereby individual employees were required to appear at Payroll Office to obtain bonds; instead distribution to all divisions at Seat of Government will be handled by form letter of transmittal in same manner as sent to field offices, thus providing an adequate record of bonds distributed.
5. Bureau commenced auditing its own vouchers January, 1952. In 1951, average time to process commercial vouchers and get check from Treasury was 37.8 days; in November, 1952, average time was found reduced to 16.8 days, a reduction of 21 days since Bureau assumed the auditing function. Time for complete handling of Agents' vouchers reduced from 37 days in 1951 to 16.6 days in 1952. Voucher Unit operating very effectively.
6. Collection of confidential trash in Bureau space in Justice Building not completed until nearly 10:00 P. M.; this involves security risk since char force starts working in Bureau space at 6:00 P.M. Administrative Division has developed a plan to provide for collection of all confidential trash prior to 6:00 P. M. by drastically reducing the number of pick-up points; this plan was placed in effect on February 16.

RTH:VH Feb 18 1953

Memorandum for the Director

7. Several minor suggestions for streamlining administrative operations were made by the Inspector and agreed to by Mr. Glavin. Considerable work remains to be done in the storage unit at 9th and H Building, such as preparing location index for supplies, installing additional shelving, and rearranging stock; acute shortage of personnel in this unit has delayed completion of this work.
8. All Agents were found to be available outside of official hours. During November, 1952, there were 18 cases of tardiness per 100 employees in the Personnel Section; in remainder of Administrative Division rate was 8 tardinesses per 100 employees. One Agent and 1 clerk (wife of Agent) tardy 4 times in November, all excused. Effective steps to reduce tardiness necessary.
9. On January 29, personnel of the Administrative Division consisted of 23 Agents and 397 clerks. Twenty-three Agents plus two replacements previously requested adequate at present. Mr. Glavin indicated a requirement for 31 clerks to fill needs resulting from resignations and transfers out of Administrative Division. When Bureau resumes recruitment of clerks, the needed personnel should be allotted.
10. Voluntary overtime of Agents for 3 months preceding inspection averaged 2 hours, 16 minutes per day, with reasonably equitable distribution among individual Agents.
11. Effective liaison has been maintained with Treasury Department, General Accounting Office, Budget Bureau, staff of Appropriations Committees of Congress and Joint Committee on Printing.

EVALUATION

Physical Condition and Maintenance	Good
Operations	Very Good
Administrative Operations	Very Good
Personnel Matters	Very Good
Contacts	Very Good

RECOMMENDATIONS

1. Mr. W. R. Glavin was placed on probation by Bureau letter November 10, 1952, because of delay in the Administrative Division in handling vouchers involving the Magnecord Corporation of Chicago. IN view of the generally favorable findings of the inspection it is recommended that he be removed from probation.

Memorandum for the Director

2. Mr. N. P. Callahan has also been on probation since November 10, 1952, because of delay in handling Magnecord vouchers. Such matters are handled in the section for which he serves as Section Chief. In view of the generally favorable findings in matters under his primary jurisdiction it is recommended that Mr. Callahan be removed from probation.
3. Mr. Hamie S. Johnson was placed on probation by Bureau letter November 24, 1952, because of delay in handling the Magnecord vouchers. He is Supervisor of the Voucher Unit. Over-all the inspection findings indicate that he has done a very good job in organizing and supervising the Voucher Unit in 1952. There have been no recurrences since the Magnecord incident. It is recommended that Mr. Johnson be removed from probation.
4. [redacted] was placed on probation by Bureau letter November 24, 1952, because of delay in the handling of Magnecord vouchers. He is Clerical Supervisor of the Inventory, Procurement and Supply Unit which contributed to the delay in handling the Magnecord vouchers. There have been no recurrences and the inspection findings with reference to [redacted] and the unit for which he is primarily responsible were generally favorable. It is recommended that [redacted] be removed from probation. b6 b7C



NICHOLAS P. CALLAHAN  
Inspector - #1 Man  
Administrative Division  
EOD 3/4/35  
Grade GS-16, \$12,000

ASSISTANT DIRECTOR GLAVIN

Mr. Callahan, #1 Man in the Administrative Division, has been my principal assistant for a number of years past. Mr. Callahan's primary responsibility is the handling of the budget material for the Bureau and also, he has over-all supervisory responsibility for the Legislative Unit, Supply Section, Procurement Section, Payroll Section, and the Voucher Section.

Mr. Callahan, in my opinion, has performed his duties in an exceptionable manner. He can be depended upon to do his best at all times. He has the knack of handling difficult work and developing good contacts throughout the various Governmental offices where we must do business. He is very favorably known in the Bureau of the Budget, Treasury Department, and such agencies. He has done an exceptionable job insofar as transportation facilities are concerned and his contacts are on the highest level both with airlines and rail transportation companies. He has been able to handle requests for accommodations which are almost impossible to secure at times.

He is particularly loyal to the Director and to the Bureau, and I feel he is an asset to the Bureau and particularly to this Division.

ASSISTANT DIRECTOR HARBO:

Mr. Callahan has been assigned to the Administrative Division for many years and, as a result, has a thorough knowledge of the workings of the division. He is well qualified for his present assignment as No. One Man of the division. The findings during the current inspection were favorable as to the division as a whole and as to the functioning of Mr. Callahan.

Bureau letter of November 10, 1952, placed Mr. Callahan on probation for delay by the Administrative Division in the handling of vouchers submitted by the Magnecord Corporation of Chicago. In view of the favorable inspection findings, it is being recommended that he be removed from probation.

114  
Inspection Report  
Administrative Division  
Inspector R. T. Harbo  
February 3, 1953

Letter to Mr. Callahan  
2/24/53

67-NOT RECORDED-12  
JMC

February 24, 1953

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

The Bureau is pleased to advise you that you are  
being removed from a probationary status.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover  
Director

CC: Mr. Glavin (Confidential)

Movement  
Leave



ant direct)

FEB 24 10 43 AM '53

U.S. DEPT OF JUSTICE  
FEB 24  
RECEIVED - DIRECTOR

b6  
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FEB 24 1953

COMM - FBI

February 2, 1953

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

<u>NAME</u>	<u>OFFICE</u>	<u>DATE</u>	<u>LAST INSPECTION</u>	<u>DATE OF LAST RECHECK</u>	<u>REASON</u>
J.E. Weeks	Honolulu Continued 11-12-52	2-6-52	10-28-52		Improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage disclosed during recent inspection.
<i>W. G. Sullivan</i>					
A. Cornelius, Jr.	Salt Lake City Continued 9-11-52 Continued 10-27-52	7-8-52	10-11-52 (Philadelphia Office)		Failure to bring about the necessary improvement in the criminal informant coverage of the Philadelphia Office.
R. B. Hood	Washington Field	12-23-52	6-20-52		Because of gross breach of security which recently occurred in connection with the Security Investigation involving [redacted] b6 b7C
G. D. King	Indianapolis	10-7-52	9-16-52	Under inspection as of 1-19-53. (Full inspection)	Delinquencies discovered during inspection of the Indianapolis Office.
R. N. Hosteny	Springfield	10-30-52	10-1-52		Delinquencies discovered during inspection of the Springfield Office.
G. C. Burton	Portland	11-18-52	11-1-52 (Denver Office)		Because of delinquencies discovered by Inspector Stein.

3

64 FEB 20 1953

J. J. Casper	New Haven	12-8-52	11-7-52	_____	Because of delinquencies discovered during inspection of the New Haven Office.
R.W. Wall	Miami	12-19-52	12-11-52	_____	Because of excessive delinquencies disclosed during inspection of the Miami Office.
L.V. Boardman	New York	1-16-53	12-18-52	_____	Because of delinquencies discovered during inspection of the New York Office.

Respectfully,

W. R. Glavin

February 2, 1953

MEMORANDUM FOR THE DIRECTOR

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
A. Rosen	Assistant Director	9-11-52	Failure to promptly inform the Director that prisoners had escaped from the Federal Penitentiary at Lewisburg, Penna.
W.R. Glavin	Assistant Director	11-10-52	Delay in handling vouchers.
N.P. Callahan	Number One Man in Administrative Division	11-10-52	Delay in handling vouchers.
J.E. Edwards	Assistant Chief of Personnel Section, Administrative Division	12-9-52	Because of not insuring that a subordinate Agent Supervisor had checked for a missing resignation letter in A Field Office Personnel File where it had been inadvertently filed.

Respectfully,

W.R. Glavin.

January 5, 1953

MEMORANDUM FOR THE DIRECTOR

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
A. Rosen	Assistant Director	9-11-52	Failure to promptly inform the Director that prisoners had escaped from the Federal Penitentiary at Lewisburg, Penna.
W. R. Glavin	Assistant Director	11-10-52	Delay in handling vouchers.
N. P. Callahan	Number One Main Administrative Division	11-10-52	Delay in handling vouchers.
J. E. Edwards	Assistant Chief of Personnel Section, Administrative Division	12-9-52	Because of not insuring that a subordinate Agent Supervisor had checked for a missing resignation letter in a Field Office Personnel File where it had been inadvertently filed.

Respectfully,

W. R. Glavin

a/  
20 JAN 16 1953

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

1-8153

I certify that I have ~~received~~ the following Government property for official use  
returned

Manual of Rules and Regulations #28

R E A D

29 The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking  
care of it and returning it when its use has been  
completed. DO NOT MARK OR WRITE ON IT OR MUTILATE.  
IT IN ANY WAY. 1953

NOT RECORDED  
J  
B  
J

Very truly yours,

N. P. Callahan  
N. P. Callahan SA

COPY:mag

MR. GLAVIN

December 3, 1952

H. L. EDWARDS

INFORMATION CONCERNING STATUS OF  
BUREAU POSITIONS IN GRADE GS-16

Pursuant to your request the following information is submitted concerning the Grade GS-16 positions approved for the Bureau. You will recall that Grade GS-16 is one of the so-called super grades and has a base salary of \$12,000 per annum. All of the Grade 16 positions which the Bureau now has resulted from creation of the same and approval in our Appropriation Bill for the fiscal year ending June 30, 1953.

I. TOTAL NUMBER OF GRADE GS-16 POSITIONS IN THE BUREAU, INCLUDING VACANCIES

The Bureau received approval for 20 positions in Grade GS-16

II. DISTRIBUTION OF GS-16 POSITIONS AS BETWEEN FIELD AND SEAT OF GOVERNMENT

The Senate Report on our Appropriation Bill stated that 10 of the Grade GS-16 positions are for the Executive Assistants at the Washington headquarters and the remaining 10 are for the SACs of the larger field offices.

III. INFORMATION REGARDING GS-16 POSITIONS FILLED AND THOSE VACANT

(a). Seat of Government

Nine Seat of Government positions have been filled and one is vacant. Those filled are: Frank C. Holloman, Director's Office; John P. Mohr, Mr. Tolson's Office; E. D. Mason, #1 Man in Training Division; N. P. Callahan, #1 Man in Administrative Division; John J. McGuire, #1 Man in Records & Communications Division; Carl E. Hennrich and Leo L. Laughlin, #1 Men in Domestic Intelligence Division; E. Hugo Winterrowd, #1 Man in Investigative Division; D. J. Parsons, #1 Man in Laboratory Division. All effective 7/20/52.

HLE:rfd

76  
69 DEC 29 1952

ORIGINAL FILED IN 62-0-805-8



Memo to Mr. Glavin - (Continued)

(b)

Four field positions have been filled and 6 are vacant. A fifth field position had been filled by SAC Scheidt but he was demoted to GS-15 11/9/52.

The 4 field positions occupied are SAC R. D. Auerbach at Seattle, effective 7/20/52; SAC L. V. Boardman at New York, effective 8/3/52; SAC, R. B. Hood of Washington Field Office, effective 7/20/52; ASAC W. M. Whelan, Jr. of New York, effective 7/20/52.

IV. SUMMARY

One Seat of Government vacancy and 6 field vacancies in Grade GS-16 exist.



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

3-122

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name MRS. LILLIAN P. CALLAHAN Relationship WIFE Date 12-15-52  
Address 1301 Buchanan St., N.E. - D.C.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME Same as above Relationship \_\_\_\_\_ Date \_\_\_\_\_  
Address 46

85 DEC 19 1952

DEC 18 1952

Very truly yours,

*[Signature]*  
Special Agent

NOT RECORDED-14

December 1, 1952

## MEMORANDUM FOR THE DIRECTOR

*W. P. Callahan*The following Special Agents in Charge are presently on probation:

<u>Name</u>	<u>OFFICE</u>	<u>DATE</u>	<u>LAST INSPECTION</u>	<u>DATE OF LAST RECHECK</u>	<u>REASON</u>
C. E. Weeks	Honolulu Continued	2-26-52 11-12-52	10-28-52	-----	Improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage disclosed during recent inspection.
G. N. Willis	Norfolk	4-3-52	8-10-52	-----	Delinquencies disclosed during inspection of the New Haven Office.
A. Corneli- us, Jr.	Salt Lake City Continued Continued	7-8-52 9-11-52 10-27-52	10-11-52 (Philadel- phia Office)	-----	Failure to bring about the necessary improvement in the criminal informant coverage of the Philadelphia Office.
R. B. Hood	Washington Field	8-26-52	6-20-52	-----	Because of the improper and unsatisfactory manner in which he supervised the investigation of the case entitled, [redacted] Riggs National Bank, Larceny of Brinks Armoured Truck, Washington, D. C., August 25, 1952; Bank Robbery Larceny."
E. A. Soucy	Knoxville	9-18-52	8-28-52	-----	Because of lack of attention to communications costs and excessive automobile operational costs within the Knoxville Division.

17 DEC 18 1952

COPY:mag

C. W. Brown	Cincinnati	9-16-52	8-31-52	Currently being re-checked 11-28-52	Delinquencies disclosed during inspection of the Cincinnati Office.
W. A. Murphy	Charlotte	10-3-52	9-30-52	-----	Delinquencies disclosed during inspection of the Charlotte Office.
G. D. King	Indianapolis	10-7-52	9-16-52	-----	Delinquencies discovered during inspection of the Indianapolis Office.
P. Wyly	Butte	10-20-52	10-20-52	-----	Because of his exceptionally poor judgement in issuing a news letter to graduates of the FBI National Academy in Idaho and Montana and particularly because of his unwarranted inclusion therein of the criminal record of an individual representing the Northwest Peace Officers Association.
R. N. Hosteny	Springfield	10-30-52	9-30-52	-----	Delinquencies discovered during inspection of the Springfield Office.
E. Scheidt	Detroit	11-4-52	8-15-51	-----	Because of his disregard of Bureau rules and regulations.
G. C. Burton	Denver	11-18-52	11-1-52	-----	Because of delinquencies discovered by Inspector Stein.

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION.

<u>Name</u>	<u>Title</u>	<u>Date</u>	<u>Reason</u>
A. Rosen,	Assistant Director	9-11-52	Failure to promptly inform the Director that prisoners had escaped from the Federal Penitentiary at Lewisburg, Pennsylvania.
W. R. Glavin	Assistant Director	11-10-52	Delay in handling vouchers.
N. P. Callahan	Number one Man in Administrative Division	11-10-52	Delay in handling vouchers.

Respectfully,  
W. R. Glavin

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *Um*

FROM : MR. GLAVIN *h*

SUBJECT: MAGNECORD, INCORPORATED  
Chicago, Illinois  
Processing of Voucher

DATE: November 7, 1952

SYNOPSIS

*Administrative Div.*

Under date of 10/28/52, the Comptroller, Magnecord, Incorporated, in communication to Attorney General requested payment of certain vouchers previously forwarded to the Department covering purchases made by the Bureau. Responding to the Director's inquiry as to the details of this matter, check reflects that a voucher totaling \$16,598.90 was received Administrative Division, Department of Justice 8/6/52, received Administrative Division, FBI, 8/7/52. Voucher processed by Property Unit 8/8/52, forwarded to Voucher Unit and not received there until 9/29/52. Location of voucher during interim cannot be determined. Voucher returned to Property Unit, Administrative Division 10/3/52 for further processing and to determine accuracy of billing. Proper billing determined through checks made with Department 10/29/52. Voucher immediately processed for payment and voucher forwarded to Treasury. Check mailed to Magnecord 11/5/52. Recommend letters of censure to Inspector N. P. Callahan, who has over-all supervision of this unit of division, and [redacted] who has charge of Property Unit. Suggested communication to Magnecord attached hereto. Letter of censure also recommended for Special Agent J.S. Johnson.

PURPOSE

To answer the Director's inquiry, "What about this?" predicated upon letter from Magnecord, Incorporated, Chicago, Illinois, to the Attorney General, wherein the company points out they have received no reply to a letter they addressed to this Bureau on 10/2/52 and requesting information as to approximate date payment will be made on bills submitted in connection with articles furnished this Bureau.

BACKGROUND

On 12/14/51, a purchase order was issued by the Administrative Division of the Department of Justice to Magnecord, Incorporated, for the purchase of portable recording unit and subsidiary equipment totaling \$21,848.52. This action was predicated upon a requisition forwarded to the Department dated 11/30/51, number 2387.

WRG:mno

Attachments (3)

*Libg...  
11-10-52  
JSC*

*Libg...  
11-10-52  
JSC*

*THA E*

Memo to Mr. Tolson (Continued)

Partial delivery on the articles ordered was received in this Bureau on 7/3/52, and thereafter articles were received intermittently until 8/11/52 when the last units ordered were received. A partial billing was submitted by Magnecord, Incorporated to the Bureau, same having been received on 8/8/52 in the Administrative Division and a check in payment drawn in the amount of \$5,030.50 went forward to Magnecord, Incorporated from the Treasury on 8/20/52. On 8/6/52 the Administrative Division of the Department of Justice forwarded to the Administrative Division of the FBI a voucher in the amount of \$16,598.90, which was received in the Administrative Division of the FBI according to the time stamp thereon, on 8/7/52. It is in connection with this latter voucher that the Magnecord corporation is presently inquiring of the Attorney General.

#### CURRENT DEVELOPMENTS

On 10/31/52 the Attorney General forwarded to the Director a communication received from Howard O. Ullman, Comptroller of Magnecord, Incorporated, dated 10/28/52, wherein Ullman stated that Magnecord was somewhat pressed for money at that time and anything that could be done to expedite payment of the enclosed invoices would be greatly appreciated. Ullman referred to letter of 10/2/52 concerning the same matter. The invoices totalled \$25,952.90.

In checking into this matter, it was determined that the total amount due the Magnecord company was \$16,598.90, rather than \$25,952.90, since there had been duplicate billing by the Magnecord company, which duplicate billing had been brought to the attention of the Magnecord representative in Washington. In checking into the receipt of a letter from the Magnecord company dated 10/2/52, it was ascertained that this letter had not been received by the Bureau but had been received by the Administrative Division of the Department and retained by them even though it was addressed to the FBI, Department of Justice. We should speak to the proper person in the Department about this.

For information purposes, all orders of this type are placed through the Procurement Section of the Administrative Division of the Department of Justice and when bills are received for payment for such purchases they must clear through the Procurement Section of the Administrative Division of the Department of Justice so that the Department of

*Just why do we have  
to place all orders thru  
Dept?*

*Yes & balance*

Memo to Mr. Tolson (Continued)

Justice records can be clear. In any instance where there is any question concerning a voucher it is returned to the Department for handling and discussion with the purchaser since the purchase commitment for the Department of Justice was made by the Procurement Section of the Administrative Division of the Department of Justice.

In connection with the voucher for \$16,598.90, which was the voucher due to the Magnecord people, it was ascertained that this voucher was received in the Bureau from the Department of Justice on 8/7/52. It was immediately processed in the Property Unit of the Budget and Accounting Section on 8/8/52. The voucher was then placed in the outgoing mail for the Voucher Unit in the Identification Building so that the appropriate steps could be taken to pay the voucher in question. The copy of the voucher reflects that it was not received in the Voucher Unit until 9/29/52, and an intensive check in an effort to ascertain where this voucher had been during the interim has not been successful. Insofar as this voucher remaining in either one of the sections, the Voucher Unit or the Property Unit, I wish to advise that as far as the Voucher Unit is concerned we have a written record prepared every Friday showing vouchers in the Voucher Section. This voucher definitely was not in the Voucher Section. In the Property Unit, every two weeks every voucher in the unit is examined to see if any vouchers are being held which should be handled. This check is made by [redacted] and the voucher was not in the Property Unit during that period of time.

Upon receipt in the Voucher Unit on 9/29/52 and in making an audit of the voucher, it was ascertained that the detailed billing of the purchase was not correct and the voucher was returned to the Property Unit for handling with the Administrative Division of the Department of Justice. The voucher was brought over personally to the Property Unit and given to [redacted] former employee who entered the armed service on 10/31/52. [redacted] tried on several occasions to get the details of the voucher properly corrected by [redacted] of the Department of Justice, who is handling this particular order. He was unable to get in touch with him. He turned the voucher over to the supervisor of the Property Unit, [redacted] on 10/20/52 and [redacted] immediately personally handled this matter with the employee in charge of the Procurement Section of the Department of Justice in order to get this matter straightened out. The Department made appropriate contacts with the Magnecord company both in Washington and Chicago. The matter was finally cleared up on 10/29/52. The

b6  
b7C

I would gather  
Property Unit took up from  
2 to 3 weeks before finally  
taking it up with Dept of Justice

Memo to Mr. Tolson (Continued)

voucher was then again sent to the Voucher Unit. It was audited and processed for payment on 11/3/52. Check was forwarded by the Treasury Department to the Magnecord company on that date.

Of collateral interest in this particular matter the voucher identified in the Magnecord letter as 23078 for an amount of \$9354, had been questioned by our Voucher Unit, and it was ascertained that this voucher was a duplicate billing. The local representative of Magnecord, Incorporated was advised on 10/31/52 of the duplicate billing in this regard and the attached suggested letter to Magnecord also includes this information therein.

No further monies are due to Magnecord at this time for the orders in question.

#### CONCLUSIONS

In reviewing this matter it is noted that the voucher in question for \$16,598.90 was received in the Department of Justice early in August, was received in the Bureau on 8/7/52, and was sent to the Voucher Unit on 8/8/52. It apparently became misrouted since we cannot pick up where the voucher was from 8/8/52 until 9/29/52 when it was received in the Voucher Unit. The Voucher Unit auditors saw the need for revised detailed billing and returned it to the Property Unit of the Administrative Division on 10/3/52. From 10/3/52 to 10/20/52 an employee who has since resigned had endeavored to get this voucher straightened out with the Procurement Section of the Administrative Division of the Department of Justice. He brought it to the attention of the head of our Property Unit, [redacted] on 10/20/52, who immediately took hold of the voucher, had the necessary corrections made and had it cleared up and okayed so that it could be audited and paid on 10/29/52. [redacted] took it upon himself to look into a duplicate billing and advised the Magnecord representative in Washington of such duplicate billing.

b6  
b7c

There was an unwarranted delay in the handling of this voucher and we have been unable to ascertain where the voucher was between 8/8/52 and 9/29/52. From all checks made it was ascertained that the voucher was not in the Administrative Division during that period of time. There was an unwarranted delay from 10/3/52 to 10/20/52 when [redacted] took this voucher and had the appropriate corrections made.

*This is a novel statement. I presume the voucher just took a pitfall for nearly 2 months or may have gone AWOL!! H.C.*



Memo to Mr. Tolson (continued)

The Voucher Section was also culpable in this regard since the Voucher Section should have followed this voucher after it had been delivered to the Property Unit for revision. Had the Voucher Section done this, it would have been clear at an early date.

RECOMMENDATIONS

In view of the delay experienced in handling this particular voucher, I have instructed:

1. That the bi-weekly check in the Property Unit be revised to a weekly check;
2. That the Voucher Section closely follow any vouchers returned for correction.

These measures have already been instituted.

~~I recommend that severe letters of censure go forward to Mr. N. P. Callahan who is in charge of the entire section; Mr. J.S. Johnson who is in charge of the Voucher Section; and [redacted] Clerk who is in charge of the Property Unit. I also recommend that the attached suggested communication go forward to the Magnecord, Incorporated.~~ b6 b7C

PERMANENT BRIEFS OF PERSONNEL FILES OF N. P. CALLAHAN, [redacted] AND J. S. JOHNSON ARE ATTACHED

I agree - also Inspection Division  
11-7 should see whether  
above system is *done/w*

Callahan is to be on - adequate  
might placed on  
probation. I will want to see  
Class's checks as to *11-7*  
[redacted]. Then will authorize  
placed on probation & en-  
sured or placed on other  
duties & reduced. I am sure  
he placed on probation  
& censured. He is losing his  
grip on this Division.

2 Yes. But it does  
seem that it might  
be better to place  
Administrative  
under Inspection  
since latter has to  
constantly meet  
I don't of system  
wrong. It is a  
vision H.

November 24, 1953

9

AGENTS AT SEAT OF GOVERNMENT PRESENTLY ON PROBATION

NAME	TITLE	DATE	REASON
Nicholas P. Callahan	Number One Man in the Administrative Division	10-2-53	In view of his failure to carry out instructions given him by Mr. Glavin on the evening of 9-30-53, to arrange for servicing a piece of essential operating equipment in the Director's office.
John J. McGuire	Number One Man in the Records and Communications Division	10-12-53	In view of the treatment in which he accorded Bill Hutchinson of the International News Service when he tried to reach him by telephone on Friday afternoon, 10-2-53, in connection with a request which he had previously made through Mr. Nichols for certain information relating to a story on Beria which he had to prepare for the following Sunday.
A. Everett Leonard	Chief, Crime Statistics Section, Records and Communications Division	10-29-53	In view of the inadequate supervision he afforded the matter in sequencing a list of currency serial numbers being prepared in the Crime Statistical Section.
Robert E. Wick	Supervisor, Assigned to Mr. Nichols Office	10-19-53	Poor judgment in answering a telephonic inquiry from an individual in Cincinnati regarding the policy of the Bureau toward the dissemination of information contained in its files.
Francis E. Crosby	Supervisor, Records and Communications Division	10-19-53	Unsatisfactory manner in which he handled a recent telephonic inquiry from a representative of a Cincinnati newspaper regarding the Bureau's policy in disseminating information from its files.

*INSPECTION GENERAL*

*DIVISION FOUR*

- Mr. Tolson
- Mr. Ladd
- Mr. Nichols
- Mr. Belmont
- Mr. Clegg
- Mr. Glavin
- Mr. Harbo
- Mr. Rosen
- Mr. Tracy
- Mr. Mohr
- Mr. Trotter
- Mr. Winterrowd
- Tele. Room
- Mr. Holloman
- Miss Gandy

RECORDED-97

67-030-1925

Searched \_\_\_\_\_

Numbered 158

12 NOV 30 1953

FEDERAL BUREAU OF INVESTIGATION

Orson Frank Myers, Jr. Supervisor,  
Investigative Division

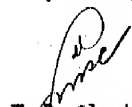
10-16-53 Largely responsible for the  
issuance of an erroneous press  
release in connection with the  
kidnaping case involving [redacted]  
[redacted] and [redacted]

b6  
b7C

Richard J. Gallagher Supervisor,  
Investigative Division

10-16-53 Delay which occurred in advising  
appropriate Bureau officials of the  
fact that the fingerprints of one  
of the subjects of the Grenap case  
were not identical with those of an  
individual who has a criminal record.

Respectfully,

  
W. R. Glavin

*All of above may be  
removed from Probation.*

*H.*

# Inspections General

November 3, 1953

## MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

Mr. Tolson	<input checked="" type="checkbox"/>
Mr. Ladd	<input type="checkbox"/>
Mr. Nichols	<input type="checkbox"/>
Mr. Belmont	<input type="checkbox"/>
Mr. Clegg	<input type="checkbox"/>
Mr. Glavin	<input type="checkbox"/>
Mr. Harbo	<input type="checkbox"/>
Mr. Rosen	<input type="checkbox"/>
Mr. Tracy	<input type="checkbox"/>
Mr. Gearty	<input type="checkbox"/>
Mr. Mohr	<input type="checkbox"/>
Mr. Winterrowd	<input type="checkbox"/>
Mr. Tamm	<input type="checkbox"/>
Mr. Holloman	<input type="checkbox"/>
Miss Gandy	<input type="checkbox"/>

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK	REASON
C. E. <del>X</del> Weeks	Memphis	2-26-52	4-9-53		Because of the improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of the criminal informant coverage disclosed during the inspection of the Honolulu office dated 10-28-52. Because of his poor judgment in connection with the posed pictures of SAs [redacted] and [redacted] which appeared in the Honolulu press.
	Continued	11-12-52			
	Continued	4-10-53			
(Inspection began 11-2-53)					

*X Honolulu Inspection*

R. N. <del>X</del> Hosteny	Springfield	10-20-52	5-15-53		Because of the delinquencies discovered during the inspection of the Springfield office dated 10-1-52. As a result of the inspection findings of 2-12-53 in regard to the continued weak coverage of security and criminal informants. Because of other administrative action taken against him by the Bureau, not characterized as inspection findings. Inspection findings not good enough and have not shown sufficient progress to justify removing SAC from probation.
	Continued	3-10-53			
	Continued	6-4-53			
	Continued	9-23-53			
(Inspection began 10-29-53)					

*X Springfield Inspection*

RECORDED-94

67- 030 - 1921
Searched .....
Numbered <u>152</u>
13 NOV 9 1953

*[Signature]*  
SECRET

b6  
b7c

E. L. ~~X~~Boyle

Louisville  
Continued

4-9-53 11-1-53  
8-3-53

---

(Stein will expedite his report)

*X Louisville Inspection*

Because of the delinquencies and weaknesses discovered during the inspection of the Louisville office dated 3-17-53. In view of the slight improvement over the results as brought forth during the March, 1953, inspection.

D. S. ~~X~~Hostetter

Newark  
Continued

4-14-53 9-29-53  
6-9-53

---

(Findings will be delayed until return of Hostetter from Kansas City Kidnaping so his explanations can be included in the report)

*X Boston Inspection*

Because of the delinquencies discovered during the inspection of the Boston office dated 3-11-53. Because of his failure to properly supervise the [redacted] case and because of the indiscreet remarks made by him before the peace officers meeting resulting in unfavorable publicity.

J. K. ~~X~~Mumford

Dallas

4-22-53 4-21-53

---

(Inspection began 10-27-53)

*X Dallas F.O.*

Because of an incident which occurred on the afternoon of 4-10-53, when an Agent of the Dallas Office attempted to apprehend [redacted] a Fugitive Deserter.

A. ~~X~~Cornelius, Jr. ~~X~~Salt Lake City

6-10-53 3-19-53

5-4-53

(Next on list of Inspector Nugent)

Because of his failure to promptly notify the Bureau concerning the loss of a surveillance on [redacted] by Agents of the Salt Lake City Office.

b6  
b7c

A. C. ~~X~~Schlenker Savannah 3-6-53 10-2-53 ----  
Continued 7-16-53  
Continued 10-29-53

*X Savannah Div Inspection*

Because of the unsatisfactory manner and inexcusable delays which occurred in connection with the investigation by the Savannah Division of the Civil rights matters involving [redacted] Jr., due to the recent inspection of the Savannah Office dated 7-3-53. Because of his failure to bring operations of the Savannah Division up to the proper degree of performance.

b6  
b7c

D. K. ~~X~~Brown Albany *X San Francisco F.O.* 6-22-53 10-18-53 ----  
(Inspection by Williams indicated favorable progress and memo dated 10-29-53 recommends removable from probation)

Because of poor contacts discovered during inspection of the San Francisco Division dated 5-27-53.

R. J. ~~X~~Abbatechio Philadelphia 7-8-53 10-23-53 ----  
(Report being prepared)

Because of the recent failure of the Phila. Division to locate [redacted] a Smith Act subject.

H. G. ~~X~~Foster Cincinnati 10-14-53 12-6-52 ----

In view of his furnishing to a municipal officer certain written data pertaining to an employee of the city of Cincinnati.

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
Nicholas P. <del>X</del> Callahan	Number One Man in the <del>X</del> Administrative Division	10-2-53	In view of his failure to carry out instructions given him by Mr. Glavin on the evening of 9-30-53, to arrange for servicing a piece of essential operating equipment in the Director's office.
John J. <del>X</del> McGuire	Number One Man in the Records and Communications Division  <del>X</del> Records Section	10-12-53	In view of the treatment in which he accorded Bill Hutchinson of the International News Service when he tried to reach him by telephone on Friday afternoon, 10-2-53, in connection with a request which he had previously made through Mr. Nichols for certain information relating to a story on Beria which he had to prepare for the following Sunday.

Respectfully,

W. R. ~~X~~Glavin

# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>CALLAHAN, N. P.</b>				2. GRADE AND COMPONENT OR POSITION		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)				5. PURPOSE OF EXAMINATION		6. DATE OF EXAMINATION <b>NOV 20, 1952</b>	
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY    CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT		
12. DATE OF BIRTH <b>12-26-13</b>		13. PLACE OF BIRTH <b>D. C.</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN			
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <b>NNMC Bethesda, Md.</b>				16. OTHER INFORMATION			

17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL		LAST SIX MONTHS	
<b>CLINICAL EVALUATION</b>		<b>NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)</b>			
NORMAL	ABNOR- MAL	(Check each item in appropriate column; enter "N. E." if not evaluated)			
<b>X</b>		18. HEAD, FACE, NECK, AND SCALP			
<b>X</b>		19. NOSE			
<b>X</b>		20. SINUSES			
<b>X</b>		21. MOUTH AND THROAT			
<b>X</b>		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)			
<b>X</b>		23. DRUMS (Perforation)			
<b>X</b>		24. EYES—GENERAL (Visual acuity and refraction under items 69, 60, and 61)			
<b>NR</b>		25. OPHTHALMOSCOPIC			
<b>X</b>		26. PUPILS (Equality and reaction)			
<b>X</b>		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)			
<b>X</b>		28. LUNGS AND CHEST (Include breasts)			
<b>X</b>		29. HEART (Thrust, size, rhythm, sounds)			
<b>X</b>		30. VASCULAR SYSTEM (Varicosities, etc.)			
<b>X</b>		31. ABDOMEN AND VISCERA (Include hernia)			
<b>X</b>		32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)			
<b>X</b>		33. ENDOCRINE SYSTEM			
	<b>X</b>	34. G-U SYSTEM			
<b>X</b>		35. UPPER EXTREMITIES (Strength, range of motion)			
<b>X</b>		36. FEET			
<b>X</b>		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)			
<b>X</b>		38. SPINE, OTHER MUSCULOSKELETAL			
<b>NR</b>		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS			
<b>X</b>		40. SKIN, LYMPHATICS			
<b>X</b>		41. NEUROLOGIC (Equilibrium tests under item 72)			
<b>NR</b>		42. PSYCHIATRIC (Specify any personality deviation)			
Females only.		(Check how done)			
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL			

34. Minimal hypospadias NCD

40. Hernia & appendectomy scars NCD

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES									
O.—Restorable teeth I.—Nonrestorable teeth X.—Missing teeth XXX.—Replaced by dentures (6 X 6).—Fixed bridge, brackets, etc. RECORD																		D Plmax Class I 43961-222 EXAMINED 12/1									
RIGHT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16																											

45. URINALYSIS: SP. GR. <b>1.020</b>				46. CHEST X-RAY (Place, date, film number, result) <b>Neg</b>				47. SEROLOGY (Specify test used and result) <b>9 DEC 10 1952</b> <b>Neg</b>			
48. EKG <b>Normal</b>		49. BLOOD TYPE AND RH FACTOR <b>O Pos</b>		50. OTHER TESTS				FEDERAL BUREAU OF INVESTIGATION			



MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 5'7 3/4"		52. WEIGHT 167		53. COLOR HAIR Black		54. COLOR EYES Brown		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. normal	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 116 DIAS. 70		RECUM- BENT SYS. DIAS.		STANDING (5 min.) SYS. DIAS.		SITTING 80		AFTER EXERCISE 102		2 MIN. AFTER 82	
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION			
RIGHT 20/20		CORR. TO 20/		BY S.		CX		CORR. TO		BY	
LEFT 20/20		CORR. TO 20/		BY S.		CX		CORR. TO		BY	
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) normal				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION	
70. HEARING		71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)	
RIGHT WV 15 SV 15/15		250 250		500 512		1000 1024		2000 2013		3000 2896	
LEFT WV 15 SV 15/15		RIGHT		LEFT		RIGHT		LEFT		RIGHT	

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

V. C. D.

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE					
						P U L H E S					
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS QUALIFIED FOR Strenuous Duty & Use of Firearms <input type="checkbox"/> IS NOT						PHYSICAL CATEGORY					
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER						A B C E					
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE /s/ F. B. Evaland					
80. TYPED OR PRINTED NAME OF PHYSICIAN A. T. SMITH CDR DC USN						SIGNATURE					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE A. T. SMITH					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE					
						NUMBER OF AT- TACHED SHEETS					

December 9, 1952

PERSONAL & CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on November 20, 1952.

This report reflects that you have no disqualifying physical defects.

The electrocardiogram afforded you in this connection was within normal limits.

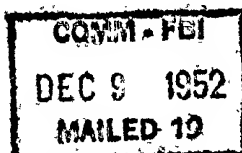
The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

*J. E. Hoover*  
John Edgar Hoover  
Director

cc - Mr. Glavin

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Algen \_\_\_\_\_  
Belmont \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



November 18, 1952

MEMORANDUM FOR THE DIRECTORW. P. CallahanThe following Special Agents in Charge are presently on probation:

ORIGINAL FILED IN 67-030-1842

<u>NAME</u>	<u>OFFICE</u>	<u>DATE</u>	<u>LAST INSPECTION</u>	<u>DATE OF LAST RECHECK</u>	<u>REASON</u>
C. E. WEEKS	HONOLULU Continued	2-26-52 11-12-52	10-28-52	-----	Improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage disclosed during recent inspection.
G. N. Willis	Norfolk	4-3-52	8-10-52	-----	Delinquencies disclosed during inspection of the New Haven Office.
A. Cornelius, Jr.	Salt Lake City continued continued	7-8-52 9-11-52 10-27-52	10-11-52 (Philadelphia Office)	-----	Failure to bring about the necessary improvement in the criminal informant coverage of the Philadelphia Office. b6 b7C
R. B. Hood	Washington Field	8-26-52	6-20-52	-----	Because of the improper and unsatisfactory manner in which he supervised the investigation of the case entitled, " <u>                    </u> " Riggs National Bank, Larceny of Brinks Armoured Truck, Washington, D. C., August 25, 1952; Bank Robbery Larceny."
E. A. Soucy	Knoxville	9-18-52	8-28-52	-----	Because of lack of attention to communications costs and excessive automobile

26 DEC 9 1952

operational costs  
within the Knoxville  
Division.

C. W. Brown	Cincinnati	9-16-52	8-31-52	-----	Delinquencies disclosed during inspection of the Cincinnati Office.
W. A. Murphy	Charlotte	10-3-52	9-20-52	-----	Delinquencies disclosed during inspection of the Charlotte Office.
G. D. King	Indianapolis	10-7-52	9-16-52	-----	Delinquencies discovered during inspection of the Indianapolis Office.
P. Wyly	Butte	10-20-52	10-20-52	-----	Because of his exceptionally poor judgement in issuing a news letter to graduates of the FBI National Academy in Idaho and Montana and particularly because of his unwarranted inclusion therein of the criminal record of an individual representing the Northwest Peace Officers Association.
R. N. Hosteny	Springfield	10-30-52	9-30-52	-----	Delinquencies discovered during the inspection of the Springfield Office.
E. Scheidt	Detroit	11-4-52	8-15-51	-----	Because of his disregard of Bureau rules and regulations.

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>Date</u>	<u>Reason</u>
A. Rosen	Asst. Director	9-11-52	Failure to promptly inform the Director that prisoners had escaped from the Federal Penitentiary at Lewisburg, Pennsylvania.

COPY:mag

W. R. Glavin Asst. Director 11-10-52

Delay in handling vouchers.

N. P. Callahan Number One Man 11-10-52  
in Administrative  
Division

Delay in handling vouchers.

Respectfully,

W. R. Glavin

November 10, 1952

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

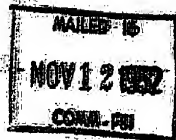
Dear Mr. Callahan:

I have reviewed the explanation submitted concerning the extreme delay in processing a voucher for payment to Engasword, Incorporated, Chicago, Illinois, and I want you to know that I can find absolutely no justification or mitigation for the improper way in which this voucher was dealt with. As you know the delay was so great that an officer of the creditor communicated with the Attorney General requesting his assistance in obtaining payment.

Inasmuch as you have over-all supervision of the employees who were obviously at fault in this instance, I am holding you personally responsible for their failure, and accordingly you are being placed on probation. Handling of such items will not be tolerated and I wish to impress upon you that I will take whatever action is necessary to bring them to an end.

Very truly yours,

J. Edgar Hoover  
Director



NOV 15 1952  
RECORDED-86

67-4396-221  
Searched 125  
Numbered 125  
12 NOV 14 1952  
FEDERAL BUREAU OF INVESTIGATION

63 JIC:mjs  
17 NOV 15 1952

## Office Memorandum

UNITED STATES GOVERNMENT

TO : MR. GLAVIN *me*

FROM : N. P. CALLAHAN

SUBJECT:

DATE: 10/23/52

Tolson \_\_\_\_\_

Ladd \_\_\_\_\_

Nichols \_\_\_\_\_

Belmont \_\_\_\_\_

Clegg \_\_\_\_\_

Glavin \_\_\_\_\_

Harbo \_\_\_\_\_

Rosen \_\_\_\_\_

Tracy \_\_\_\_\_

Mohr \_\_\_\_\_

Tele. Rm. \_\_\_\_\_

Nease \_\_\_\_\_

Gandy \_\_\_\_\_

*me Johnson*

Reference is made to the attached communication from the Dallas Division concerning compensation for overtime.

b6  
b7C

It is pointed out that [redacted] Chief Clerk of the Dallas Office, has in her notes a statement, "Will be paid for non-work day Saturday if on night, or other special shift (skeleton)." It was further pointed out by [redacted] that there is a possibility of a misconception in this instance due to the fact that the statement was made at the time the Bureau was operating on a voluntary 48 hour week basis.

The writer does not at this time recall the specific question asked of him with reference to pay for overtime services performed but does recall the general question of payment for overtime services being raised and bearing in mind the overtime law and the Bureau's policies, pointed out in response to this inquiry that while the law provides where overtime services are performed that they will be compensated either by remuneration or compensatory leave, but that further the law provides that no overtime compensation may be paid unless authorized by the head of the department. He further pointed out that under the Bureau's present policy, prior Bureau approval must be obtained before an SAC can authorize an employee to perform overtime services for which compensation will be paid and that if it is necessary to order an employee to perform overtime services the SAC at this time can only permit an equal amount of compensatory leave to be taken therefor.

Attachment  
NPC:vs

RECORDED-45

67-43961-220	
Searched .....	Numbered .....
8 NOV 7 1952	
FEDERAL BUREAU OF INVESTIGATION	

*me Johnson*

17 NOV 15 1952

*2-M*

## OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 9-29-52

FROM : SAC, Dallas

SUBJECT : OVERTIME PAY

ATTENTION: Training and Inspection  
Division

ReBulet 9-23-52.

[redacted], Chief Clerk, Dallas, advises that during the first Chief Clerks' School the specific question was asked by someone in attendance whether a Saturday should be compensated for by overtime pay or compensatory leave. Her notes reflect the following: "Will be paid for non-work day Saturday if on night, or other special shift (skeleton)."

It is pointed out my [redacted] that there is a possibility of a misconception of the instructions in this instance, due to the fact that the statement was made at the time the Bureau was operating on a voluntary 48-hour basis. However, she does not recall, nor do the notes reflect, that there was any restrictive statement made to indicate the question applied only during the operation of a voluntary overtime period. b6 b7C

The above notation appears in her notes regarding comments made during the last lecture of Inspector NICK CALLAHAN. It is [redacted] recollection, however, that Inspector NAUGHTEN and possibly others were present at the time, acting as a panel, and she does not clearly recall which one answered that particular inquiry.

The last inspection of the Dallas Office was conducted May 26, 1952, which was subsequent to the termination of the above referred to voluntary 48-hour work week. Certain overtime work was necessary on the part of clerical employees during that period. In view of the above statement at the Chief Clerks' School, [redacted] advises me she inquired of Inspector W. G. SIMON whether her understanding of the instruction was correct, and her understanding of his reply was to the effect that such was the case but that he would not advise requesting pay for Saturdays worked before 7-1-52, in view of the fact that the Bureau was endeavoring at that time to curtail expenses because of the shortage of appropriation funds.

JKM:FB

66 NOV 18 1952



DL Letter 9-29-52  
Re OVERTIME PAY

This matter came up in a general discussion at a time when there were a number of people in the SAC's office, including the Inspector and several of his aides. At the time there were several conversations going on in the office, as it was not a part of the formal inspection procedure, and consequently I have no recollection personally of the particular comments.

As indicated in my previous letter, it was my general recollection that it was optional for the employee who had engaged in ordered overtime to request either compensatory leave or overtime pay, or contribute the time worked as voluntary overtime.

As a matter of custom, such overtime work, when claimed, had been compensated for my compensatory leave in all instances to my best recollection in offices where I had been SAC. However, since [redacted] notes showed she had received such advice at the Chief Clerks' School and she had been so informed by a member of the inspection staff here at Dallas, I did not question the overtime pay requests when they were submitted.


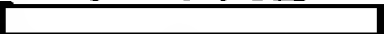
In view of the Bureau's present financial situation, any overtime necessary will hereafter be handled on a compensatory leave basis.

ADMINISTRATIVE DIVISION

3-47

1952  
Room 5517 - Ext. 333

TO:

Mr. Glavin  
Mr. Beaver  
Mr. Callahan  
  
Mr. Clark  
Mr. Davidson  
Mr. H.L. Edwards  
Mr. J.E. Edwards  
Mr. Gauthier  
Mr. Gunsser  
Mr. Harris  
Mr. Hereford  
Mr. Hyde  
Mr. Ingram  
Mr. Johnson  
Mr. Leishear  
Mr. Mac Lennan  
Mr. Masse  
Mr. Nally  
Mr. Renneberger  
Mr. Ring  
Mr. Sullivan  
Mr. Rogers  
Mr. Tavel  
  
Mr. Webb

Budgetary Unit  
Cartographic Section  
Leave Unit  
Statistics Sec.  
Movement Unit  
Payroll Unit  
Personnel Records  
Supply Unit 5524  
Stock Room B-118  
Inventory & Prop.  
5525  
Vocation Rec'd Unit  
Voucher Unit

b6  
b7C

Mr. Jackson

*Baugman*  
*6649*

See Me

Phone Me

Room *1216-1B*  
Note & Return

Mail Room Forward to: *Please*

*place this voucher in*  
*Mr. Callahan's*  
*Administrative File -*

*W. R. GLAVIN*  
W. R. GLAVIN

PAID BY

**(SALT)**

(Residence--For use by Postal Service employees only)

<b>DOLLARS</b>	<b>Cents</b>
----------------	--------------

21 80

**(For Administrative Use)**

**Differences:**

**APPROVED:**

**Total verified correct for charge to appropriation(s) (initials)**

Applied to travel advance (appropriation symbol)

**NET AMOUNT TO TRAVELER**

**The next previous voucher paid under the same travel authority was:**

D. O. You. No. \_\_\_\_\_, paid \_\_\_\_\_ by \_\_\_\_\_  
(Month—year) (Insert name and symbol of disbursing officer)

# MEMORANDUM

**ACCOUNTING CLASSIFICATION** (Appropriation Symbol must be shown; other classification optional),

**Paid by Check No.**

**'Dated'**

MEMORANDUM

21 AUG 25 1963



I recommended that Section Heads at the Seat of Government be reallocated to Grade GS 15 and Unit Heads to Grade GS 14.

O Mr. Glavin is now in GS 17. His Number One Man, Mr. W. P. Callahan, is in GS 15. I think the position of Number One Man should be in GS 16.

Director notation "O.K."

(Excerpt from 67-02-3138)

30 AUG 21 1952

67 - NOT RECORDED

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-

P-10-52

I certify that I have received the following Government property for official use:  
~~returned~~

New Commission Card with case # 86  
Insp.

RETURNED

Old Commission Card with case # 86  
Insp.

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE

WRG

FEB

Very truly yours,

*Nicholas P. Callahan*

Nicholas P. Callahan  
Special Agent

NOT RECORDED

133  
20 AUG 19 1952

FEDERAL BUREAU OF INVESTIGATION 3-71  
Room 5517 1952  
Telephone 333

7725

To:

☐ Mr. Beaver  
☐ Mr. Callahan  
☐ ☐  
☐ Mr. Clark  
☐ ☐  
☐ Mr. Davidson  
☐ Mr. H. L. Edwards  
☐ Mr. J. E. Edwards  
☐ Mr. Gauthier  
☐ Mr. Gunsser  
☐ Mr. Harris  
☐ Mr. Hereford  
☐ Mr. Hyde  
☐ Mr. Ingram  
☐ Mr. Johnson  
☐ Mr. Leishear  
☐ Mr. Mac Lennan  
☐ Mr. Nally  
☐ Mr. Renneberger  
☐ Mr. Ring  
☐ Mr. Rogers  
☐ Mr. Sullivan  
☐ Mr. Tavel  
☐ ☐  
☒ Mr. Webb  
☐ See me  
☐ For appropriate action  
☐ Phone me  
☐ Note and Return

b6  
b7C

Pls. submit a memo of explanation for the delay in forwarding this mail to the Records Section. Pls. direct this memo to Mr. Glavin.

ENCLOSURE

gt  
W. R. GLAVIN

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin (15) DATE:  
FROM : N. P. Callahan *mp*  
SUBJECT: DELAY IN FORWARDING MAIL TO RECORDS SECTION

DATE: July 28, 1952

Reference is made to your request for an explanation of the delay in forwarding memoranda from myself to you dated April 24, 1952, and May 21, 1952 respectively, both concerning an audit of Appropriation Limitations Accounts by a representative of the General Accounting Office.

[redacted], the General Accounting Office representative making the survey, reappeared at my office on June 13, 1952, and was furnished the documents referred to in my memorandum of May 21, 1952. He thereafter made his survey, which lasted several days. At the close of survey, he stated that he would write up his report in rough-draft and let me have a copy. He has contacted me several times since then to clear up questions in his mind concerning our procedures, but he has not completed his report. I last heard from him July 18, 1952, at which time he stated that he had not yet finished writing his report because he had to work on another project, but would let me hear from him soon.

These memoranda were being held in the hope of being able to close this matter out with a copy of the report, which it appeared would be forthcoming in a day or two after each call. In view of [redacted]'s remarks on the 18th of July, it was apparent that the date of receipt of the report was uncertain and the memoranda were released for filing and a tickler set up for the completion of this matter.

Every effort will be made in the future to avoid delay in getting material into the files.

WCJ:rmc

ENCL.

75 AUG 8 1952

67-43961-219

Searched \_\_\_\_\_  
Numbered 93  
Filed \_\_\_\_\_

~~67-43961-219~~ 8 AUG 6 1952  
FEDERAL BUREAU OF INVESTIGATION



July 14, 1952

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

I am indeed pleased to advise you that you are being removed from a probationary status and promoted from the position of Inspector, \$10,000 per annum in Grade GS 15, to the position of Inspector, \$12,000 per annum in Grade GS 16, effective July 20, 1952.

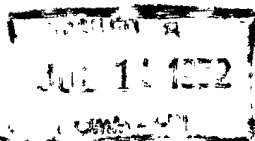
For your information, this promotion is temporary in accordance with Public Law #843, approved September 27, 1950.

Sincerely yours,  
J. Edgar Hoover

CC - Mr. Glavin

CT:DW

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



89 JUL 24 1952

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS., FIRST, MIDDLE INITIAL, LAST) <b>MR. NICHOLAS P. CALLAHAN</b>		2. DATE OF BIRTH <b>12-26-13</b>		3. JOURNAL OR ACTION NO. <b>F. B. I. 1485</b>		4. DATE <b>7-13-52</b>	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION</b>				6. EFFECTIVE DATE <b>7-20-52</b>		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>Schedule A Part 6.100 (3)</b>	
FROM <b>Inspector</b> <b>GS 15</b> <b>\$10,000 per annum</b>				TO <b>same</b> <b>GS 15</b> <b>\$12,000 per annum</b>			
8. POSITION TITLE				9. SERVICE, GRADE, SALARY			
10. ORGANIZATIONAL DESIGNATIONS				11. HEADQUARTERS			
12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL				12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL			
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> WWII <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/>				14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>			
15. SEX <b>M</b>		16. RACE <b>W</b>		17. APPROPRIATION S. & E., FBI FROM: TO:		18. SUBJECT TO U.S. RETIREMENT ACT (YES-NO) <b>YES</b>	
19. DATE OF OATH (ACCESSIONS ONLY)		20. LEGAL RESIDENCE					
<p>Effecting 3-13-55 basis for this position is now Public Law #947 84th Congress. JWC</p> <p>19 JUL 17 1952</p> <p>19 JUL 19 1952</p>							
<p>REMARKS</p> <p>The provisions of the Universal Military Training and Service Act of 1951 have been complied with.</p> <p>This promotion is temporary in accordance with Public Law 1043, approved 9-27-50.</p> <p>The classification grade of this position is subject to post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 - Public Law 102-273, approved 11-1-51.</p> <p>Prom. changed to perm action eff. 11-1-51.</p>							
SIGNATURE OR OTHER AUTHENTICATION							

July 1, 1952

COPY:DLR

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

<u>NAME</u>	<u>OFFICE</u>	<u>DATE</u>	<u>LAST</u> <u>INSPECTION</u>	<u>DATE OF</u> <u>LAST RECHECK</u>	<u>REASON</u>
J. E. THORNTON	St. Louis	9/5/51 Continued 1/4/52	4/28/52	_____	Delinquencies disclosed during inspection and because of delinquencies during recheck inspection of the Boston Office.
C. E. WEEKS	Honolulu	2/26/52	1/19/52	_____	Improper supervision of a security investigation in the Honolulu Division.
G. N. WILLIS	Norfolk	4/3/52	2/16/52	_____	Delinquencies disclosed during inspection of the New Haven Office.
A. F. LORTON	Houston	4/19/52	4/11/52	5/16/52	As a result of an inspection of the Houston Office made by Mr. Brown regarding a Chief Clerk giving wrong information regarding a check she made on office ticklers.
S. K. McKee	Newark	5/15/52	4/29/52	_____	Inequities in assignment of work and unusually low overtime.

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
CALLAHAN, N. P.	Inspector (#1 Man)	6/6/52	Improper supervision of Service Awards

Respectfully,

W. R. Glavin

ORIGINAL FILED IN 67-030-1782

13 AUG 7 1952

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

10-6-51

I certify that I have received the following Government property for official use  
returned

Remington Portable AT 2172462

ALPHABETICAL

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

N. P. Callahan

45

70 JUL 2 1952

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

4-9-52

I certify that I have received the following Government property for official use:

~~RETURNED~~  
INSPECTOR'S MANUAL # 16  
(Issued April 7, 1952)

RETURNED

INSPECTOR'S MANUAL # 105 ✓  
(Issued May 21, 1945)

CHECK ONE: Destroyed in Field Office  
Returned to Bureau

ALPHABETICAL

READ

NOT RE

1 JUN 8

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE

WRG

PBB

Very truly yours,

*N. P. Callahan*  
N. P. Callahan

June 16, 1952

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

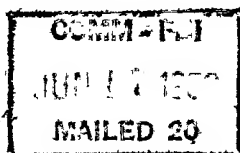
Dear Mr. Callahan:

It has been necessary to bring to your attention on two occasions recently circumstances which have compelled the Bureau to censure and to place on probation employees under your supervision for the improper manner in which they prepared a list of persons eligible for Ten-Year Service Awards. Because of your improper supervision of this project you were also placed on probation.

A further check has revealed that in addition to the errors previously discovered these employees are also responsible for improperly computing the date on which a third employee entered on duty. As a result of this error, the Bureau was once again unable to honor an employee on the tenth anniversary of his entrance on duty with the Federal Bureau of Investigation. It not only appears that you failed to set up an effective system which would enable these employees to handle this work accurately, but it also is obvious that you did not afford them the proper instruction and supervision in the performance of their duties.

The Bureau expects that the errors and derelictions which have been discovered in the handling of this particular project will not be repeated by you in the performance of the other duties which fall to an employee of your rank in the Bureau.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

cc: Mr. Glavin (243)

67-45-11-1-19  
JUN 17 9 45 AM '52  
U.S. DEPT. OF JUSTICE  
DIRECTOR

RECEIVED  
JUN 16 4 16 PM '52  
DEPT. OF JUSTICE  
RECEIVED  
JUN 16 4 16 PM '52

Mr. Glavin

June 16, 1952

Director, FBI

NICHOLAS P. CALLAHAN



b6  
b7C

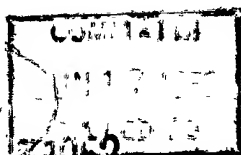
There are enclosed for delivery to the captioned employees letters of censure in connection with the employees' computation of the entrance on duty date of Special Agent [redacted] of the Newark Division, as a result of which it was not possible to honor [redacted] on his tenth anniversary with the Bureau. These employees have already been twice censured and placed on probation for errors in this project. In addition, they have been removed from this type of work.

Copies of these letters are enclosed for your information.

CC; Personnel files of Mr. Callahan, [redacted]

TFR:mmc

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



51 JUL 7 1952

JUN 17 9 45 AM '52  
S. DEPT. OF JUSTICE  
RECEIVED  
FBI  
JUN 16 4 16 PM '52  
JUN 17 1952

b6  
b7C

June 6, 1932

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

As you know, it was recently necessary to censure employees under your supervision for the improper manner in which they prepared a list of persons eligible for ten-year service awards. On that particular occasion, it was observed that the name of an agent eligible for such award was omitted from the list, thereby making it impossible for the Bureau to honor this man on the tenth anniversary of his entrance on duty with the Bureau.

It now appears that the name of a second employee has been omitted from the list. Obviously you have failed to set up an effective system designed to prevent errors of this kind in the handling of this assignment. Moreover, you have not afforded this project the supervision which it deserves so as to make certain that errors of this kind would not occur. As a result of your failure to properly supervise this project, you are being placed on probation.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

CC: Mr. Glavin (Confidential)  
Movement (Confidential)  
Leave (Confidential)  
(Confidential)  
(Confidential) (Sent Direct)

WHR:fab

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

b6  
b7C

11 JUN 17 1932



Mr. Glavin

June 10, 1952

H. L. Edwards

[redacted]  
Special Agent  
Newark Division  
Tenth Anniversary - [redacted]  
Service Award Letter

b6  
b7C

IN P. C. 11231

100-61660-67

You will recall that under date of June 3, 1952, the Inspector recommended that the completion of the master index for service award letters be expedited and completed as soon as possible. Further, that the supervision of service award matters be transferred from your office to the Personnel Section and that a monthly spot check be made of the master index. These recommendations were approved by the Director with instructions that they be carried out immediately and that the personnel responsible for the errors in the past be removed from this work.

In compliance with the Inspector's recommendations and the Director's instructions, these matters have been expedited. In following the instructions, one of the clerical employees discovered another error in computing the EOD date of SA [redacted]. SA [redacted] entered on duty as a Student Fingerprint Classifier on [redacted] and on [redacted], was appointed to the position of Special Agent. In reviewing the personnel file of SA [redacted], the clerical employees doing the work failed to note that the file contained two cover sheets, one showing SA [redacted]'s services as a Fingerprint Classifier, and the other showing his services as a Special Agent. In error, SA [redacted]'s EOD date was listed as [redacted], instead of [redacted]. As a result of this error, the name of SA [redacted] was omitted from the [redacted] anniversary list.

b6  
b7C

The clerical employees involved in this error are [redacted] and [redacted]. All of these employees are presently being censured and placed on probation as a result of the error made in computing the EOD date of SA Lemuel W. Kerr. These employees regret this error very much, and each has submitted a memorandum of explanation.

CC: Personnel files of [redacted]

HLE:fsb

JUN 30 1952

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Memo to Mr. Glavin - (continued)

It is to be noted that this error was not called to the Bureau's attention by the SAC or by SA [redacted], and that the error was actually discovered in the unit handling these matters. We are doing everything possible to expedite the completion of the master index in order to eliminate errors of this nature. It is also to be noted that this particular error was made prior to the transfer of these matters to the Personnel Section. In addition, new employees have been selected to process service award matters and are being trained as fast as possible in the correct procedures. Mrs. Combs has been relieved of the supervision of this work and is presently assisting in the work until the employee who has replaced her is thoroughly familiar with the work in question. These matters will be given careful supervision.

b6  
b7C

RECOMMENDATION

Inasmuch as each of the employees mentioned above is presently being placed on probation for a similar error, it is felt that no additional administrative action should be taken against them at this time.

A service award letter dated [redacted] addressed to SA [redacted] is attached for approval. In addition, a personal note to SA [redacted] explaining the delay in this instance is also attached for approval.

The permanent briefs of these employees were not available at the completion of this memorandum.

Attachments (2)

b6  
b7C

DATE: 6/11/32

I am not in agreement with the recommendation of Mr. Edwards in this case. This error occurred during the period of time the supervision of this work was under the control of Mr. Callahan. I feel that even though the four employees involved, Mr. Callahan,

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

have recently been censured and placed on probation for an error in the same regard, it is felt that additional letters of censure should be sent to them at this time.

In connection with this error, I have talked to all of the employees involved. The two young ladies who made the original check stated that they did go beyond the original cover sheet and they cannot explain how the original on duty date of [redacted]

Mr. W. R. Glavin

June 6, 1952

Director, FBI

SA NICHOLAS P. CALIFAN

~~CONFIDENTIAL~~

b6  
b7C

There are enclosed for delivery to the captioned employees letters of censure and probation in connection with the omission of a name on a list of employees eligible to receive service awards. As a result of this omission, the Bureau is unable to honor this employee on the tenth anniversary of his entry on duty with the Bureau. This is the second instance of a failure of this kind within a short period of time. Consequently, these employees should be removed from this work. Copies of these letters are also enclosed for your information.

You should closely supervise the work of these employees and at the expiration of 90 days, you should submit special performance ratings together with your recommendation as to whether they should be removed from probation.

Enclosures (8)

TFR: fsb

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

14 JUN 28 1952

RECEIVED  
JUN 10 1952

U.S. DEPT. OF JUSTICE

RECORDED-107

RECEIVED READING ROOM  
JUN 6 3 30 PM '52  
U.S. DEPT. OF JUSTICE

Addendum (continued)

was overlooked. Reconstructing this matter, it appears very definitely to me that they took the date reflected on the cover sheet in this employee's file, the file attached hereto, showing his entrance on that date as an Agent and did not go back further to determine whether he had been a clerk prior to that time. It could be said that there should have been some notation on the original cover sheet to the effect that he had been a clerk in the Bureau but this has not been done in the past and is now being brought out as any excuse for this particular case. The persons primarily responsible for the error are Miss Clinebarger and Mrs. King. They were not assigned regularly to this work but were assigned when we were taking the full year check and they will not be assigned to any such work in the future. They have not been assigned to this work since November 12, 1951, when the initial check of the records was completed by them. Mrs. Cuzco, of course, must bear the responsibility for this error even though it was not expected that she go back and personally recheck every file. It was her responsibility to see that the work was done right. The same holds true for Mr. Callahan.

I have a new group of employees checking on all of the past records set up in connection with this matter and if we have any more instances such as this they should be brought to light in the immediate future.

I am sorry that these errors occurred. I felt that the necessary safeguard had been set up to prevent such errors. It makes me heartach to see things like this come up and if it is humanly possible to do so in the future, they will be eliminated.

WJ:gt

W. E. Glavin

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson.

DATE: 5-9-52

FROM : W. R. Glavin

SUBJECT: CONFIDENTIAL VOUCHERS

*Administrative Review*

I am attaching hereto a memorandum addressed to me by SA Supervisor J. S. Johnson concerning the loss or misplacement of 9 confidential vouchers and blue slips. It will be noted from Mr. Johnson's memorandum and Mr. Callahan's addendum thereto that every possible step is being taken in an effort to locate the vouchers in question. I am of the belief that these vouchers, which come to my office in an envelope, if they were delivered to my office, may have been destroyed with confidential trash which is received in the same type of envelope from other sections of the Bureau, the Security Patrol employees burning this confidential trash each evening.

I am particularly regretful of this matter since for the first time in all of the years I have been here this is the first loss of such a voucher. I feel that it was due to multiple handling necessary of these vouchers since the Voucher Section is located in the Identification Division Building. We have put in added safeguards and are hopeful that no such losses will occur in the future. We are continuing to exert every effort to locate these vouchers. Johnson, the Supervisor of the Voucher Section who submitted this memorandum to me, has done an outstanding job. He took over an almost impossible task from the Department with very little notice and with new employees and today our voucher situation is better than ever before in the history of the Bureau so long as I can remember. He is particularly careful in the handling of all voucher matters. I feel that these vouchers were misplaced after they reached this building. I do feel, however, that Mr. Johnson, Mr. Callahan and myself should be censured for the loss of the vouchers in question and I so recommend.

RECORDED-11

67-80001-1386

Briefs of the files of Johnson and Callahan are attached

hereto.

Numbered

Attachment  
WRG:cr

Memo to Mr.

Johnson 5/13/52

W.H.G. I agree

5-11

This gives me great  
concern. I have  
look into this at night  
I see what should be  
done to avoid a recurrence

JUN 1 1952  
FEDERAL BUREAU OF INVESTIGATION

MEMORANDUM FOR MR. TOLSON  
MR. GLAVIN  
MR. MOHR

I have read the attached memorandum prepared by Mr. Edwards to Mr. Glavin dated June 5, 1950, concerning a previous memorandum of June 2, 1950, dealing with an episode in which were involved former SAC Good and Agents House and Jones.

I note on Page 2 that the statement is made "When the requirements for resident agents were made more stringent, it was provided that agents already I certainly did not understand that any such proviso was made that would continue as a resident any agent who did not measure up to the requirements for resident agents. Certainly it would seem to me that an agent upon whom an SAC had reported that he lacked ability to keep a volume of cases moving and in a current status was not the type of man to be continued as a resident, and from the above quotation I would gather that someone here approved the retention, as resident agents, of individuals who did not necessarily meet the stringent requirements set for resident agents but whose services might be warranted in such positions. I would like to have the facts concerning this provision. I had been under the impression that I had made myself clear that I did not want anyone serving as a resident agent in any place who did not measure up to the requirements for a resident agent. I certainly never intended that any so-called pensioners or agents who might be lacking in certain qualifications would be continued as resident agents as an exception to the rule.

I noted also on Page 2 the explanation as to why former Assistant SAC James Jones was removed from probation after the expiration of five months. It is stated that "The usual initial probationary period in such cases has been 90 days." I would gather from this statement that there is more or less a hard and fast rule of 90 days probationary period. I think that this is basically wrong and it was never my understanding that we would just arbitrarily impose a 90 day probationary period irrespective of what the offense was and reach the time set for the probationary period as 90 days. I would certainly have thought that in the case of an Assistant SAC who had been so atrociously and grossly indifferent toward his responsibilities and about whose loyalty to the Bureau there certainly had been raised a very serious doubt that such a person should have been continued on a probationary status for a longer period of time. I think that we should look into this schedule concerning probationary periods because I do not desire that any arbitrary time be set for all cases. I think each case has to be considered upon its merits, or demerits, rather.

24 MAR 27 1952

ORIGINAL FILE IN

# FEDERAL BUREAU OF INVESTIGATION

## UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

0

Name of Employee: NICHOLAS P. CALLAHAN

Where Assigned: Administrative Division Front Office  
 (Division) (Section, Unit)

Payroll Title: Inspector

Rating Period: from 4/1/51 to 3/31/52

ADJECTIVE RATING: SATISFACTORY  
 Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

Rated by:

[Signature] Asst. Director 4/14/52  
 Signature Title Date

Reviewed by:

[Signature] ASSISTANT DIRECTOR APR 17 1952  
 Signature Title Date

Rating approved by:

[Signature] ASSISTANT DIRECTOR APR 17 1952  
 Signature Title Date

TYPE OF REPORT

(X) Official  
 ( ) Annual

( ) Administrative  
 ( ) 60-day  
 ( ) Transfer  
 ( ) Separation from service  
 ( ) Special

67-43961-213

Searched 90

12 APR 1952

FEDERAL BUREAU OF INVESTIGATION

85  
 06 Apr 24 1952

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee NICHOLAS P. CALLAHANTitle InspectorRating Period: from 4/1/51 to 3/31/52

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- + (1) Personal appearance.  
+ (2) Personality and effectiveness of his personal contacts.  
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
✓ (4) Physical fitness (including health, energy, stamina).  
+ (5) Resourcefulness and ingenuity.  
+ (6) Forcefulness and aggressiveness as required.  
+ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.  
+ (8) Initiative and the taking of appropriate action on own responsibility.  
+ (9) Planning ability and its application to the work.  
+ (10) Accuracy and attention to pertinent detail.  
+ (11) Industry, including energetic consistent application to duties.  
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'knowhow' of application.  
○ (14) Technical or mechanical skills.  
○ (15) Investigative ability and results:  
     - (a) Internal security cases  
     - (b) Criminal or general investigative cases  
     - (c) Fugitive cases  
     - (d) Applicant cases  
     - (e) Accounting cases  
○ (16) Physical surveillance ability.

- ✓ (17) Firearms ability.  
○ (18) Development of informants and sources of information.  
○ (19) Reporting ability:  
     - (a) Investigative reports  
     - (b) Summary reports  
     - (c) Memos, letters, wires  
     (Consider: - conciseness; - clarity; - organization; - thoroughness; - accuracy; - adequacy and pertinency of leads; - administrative detail.)  
○ (20) Performance as a witness.  
+ (21) Executive ability:  
     + (a) Leadership  
     + (b) Ability to handle personnel  
     + (c) Planning  
     + (d) Making decisions  
     ✓ (e) Assignment of work  
     + (f) Training subordinates  
     + (g) Devising procedures  
     + (h) Emotional stability  
     + (i) Promoting high morale  
     + (j) Getting results  
○ (22) Ability on raids and dangerous assignments:  
     - (a) As leader  
     - (b) As participant  
+ (23) Organizational interest, such as making of suggestions for improvement.  
+ (24) Ability to work under pressure.  
- (25) Miscellaneous. Specify and rate:  
     \_\_\_\_\_  
     \_\_\_\_\_  
     \_\_\_\_\_

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.):

Supervisory

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Supervisory - Executive

- C. (1) Is employee available for general assignment wherever needs of service require? Yes If answer is not 'yes', explain in narrative comments.  
 (2) Is employee available for special assignment wherever needs of service require? Yes If answer is not 'yes', explain in narrative comments.

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory



NICHOLAS P. CALLAHAN  
Inspector  
Administrative Division  
ANNUAL PERFORMANCE RATING

Inspector Callahan has been the #1 man in the Administrative Division since 1945 and during that period of time he has performed his duties in an excellent manner.

Mr. Callahan has been primarily responsible for the budget and finance, and procurement activities of the Administrative Division and has done an outstanding job. I have come to rely upon him heavily in his contacts with representatives of the Bureau of the Budget, various suppliers and common carrier officials in Washington. His contacts are outstanding and he is able, due to his method of approach and sincerity, to secure valuable data for the Bureau as it is needed. He has proven to be an excellent employee, one who is placed at the present time where he can best serve the needs of the Bureau. There is no doubt in my mind but that he could handle the position of Special Agent in Charge in the field and is entirely qualified for field inspection work if he is so needed at any time.

He is loyal to the Director and the Bureau and has continuously subordinated his own personal desires to the needs of the Bureau. His overtime record has been a true reflection of his interest in the work, he averaging over 2 hours a day overtime during the past month. This overtime is comparable to overtime services performed by him during the entire rating period.

RATING: SATISFACTORY

mac  
Initials



United States Department of Justice  
Federal Bureau of Investigation  
Washington, D. C.



Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name LILLIAN P. CALLAHAN Relationship WIFE Date 4/10/52

Address 1301 BUCHANAN ST, N.E. - D.C.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name SAME AS ABOVE. Relationship \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Very truly yours,

*[Signature]*  
Special Agent

65 APR 18 1952  
APR 15 1952

Pr. by: [initials]  
Checked by: [initials]  
Filed by: [initials]

April 4, 1952

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

I am indeed pleased to advise you that you are being promoted from the position of Inspector, \$10,000 per annum in Grade GS 14, to the position of Inspector, \$10,800 per annum in Grade GS 15, effective April 13, 1952.

For your information, this promotion is temporary in accordance with Public Law #843, approved September 27, 1950.

Sincerely yours,

J. Edgar Hoover

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC: Mr. [redacted]  
CC: Movement Section  
JW:fkf

*personally presented  
by Director  
4-4-52 10:55 AM  
wfe.*

RECEIVED READING ROOM  
FBI  
APR 3 4 09 PM '52

b6  
b7c

APR 3 5 01 PM '52  
U.S. DEPT. OF JUSTICE  
DIRECTOR

92 APR 14 1952

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-

19

4-16-52

I certify that I have received the following Government property for official use  
~~/delivered~~

pc  
Key to Basement Gym

ALPHABETICAL

READ

NOT 1  
13 APR 23

FILE  
WRG

16  
17273  
The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking  
care of it and returning it when its use has been  
completed. DO NOT MARK OR WRITE ON IT OR MUTILATE  
IT IN ANY WAY.

PEB

Very truly yours,

*N. P. Callahan*  
N. P. Callahan, SA (hoc)

69 APR 25 1952

THE DIRECTOR

April 2, 1952

Clyde Tolson

I would like to recommend ~~the~~ reallocation from Grade GS 14 to Grade GS 15 for

Mr. E. D. Mason, Inspector and Number 1 Man to Mr. Clegg in the Training and Inspection Division

Mr. N. P. Callahan, Inspector and Number 1 Man to Mr. Glavin in the Administrative Division

Mr. J. J. McGuire, Inspector and Number 1 Man to Mr. Nichols in the Records and Communications Division

Mr. D. J. Parsons, Number 1 Man to Mr. Harbo and Scientific Chief of the Laboratory

Summaries of the files of Messrs. Mason, Callahan, McGuire and Parsons are attached.

The entrance salary of GS 15 is \$10,800 per annum and the salary range for GS 14 is \$9,600 to \$10,600 per annum.

CT:LCB

14 APR 16 1952

U. S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON 25, D. C.

FORM APPROVED  
BUDGET BUREAU NO. 50-R064

Prepared by: *adk*  
Checked by: *gph*  
Filed by: *gph*

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. - MISS - MRS. - FIRST - MIDDLE INITIAL - LAST) <b>MR. NICHOLAS P. CALLAHAN</b>		2. DATE OF BIRTH <b>12-26-13</b>	3. JOURNAL OR ACTION NO. <b>F. B. I. 22078</b>	4. DATE <b>4-3-52</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION</b>		6. EFFECTIVE DATE <b>4-13-52</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>Module A Part 6.103 (2)</b>	
FROM		TO		
Inspector  GS 14 \$10,000 per annum		8. POSITION TITLE  9. SERVICE, GRADE, SALARY  10. ORGANIZATIONAL DESIGNATIONS  11. HEADQUARTERS	GS 15 \$10,800 per annum	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input checked="" type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> WWII <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> DISAB. <input type="checkbox"/> WIFE <input type="checkbox"/> WIDOW <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input checked="" type="checkbox"/> REAL <input checked="" type="checkbox"/>		
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> O	17. APPROPRIATION S. & E., FBI FROM: TO: <b>SI-10</b>		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>YES</b>
		19. DATE OF OATH (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <b>D. C.</b>
<p>REMARKS</p> <p>The provisions of the Universal Military Training and Service Act of 1951 have been complied with.</p> <p>This promotion is temporary in accordance with Public Law 403, approved 9-27-50.</p> <p>The classification grade of this position is subject to post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 - Public Law 453, approved 11-1-51.</p> <p style="text-align: right;"><i>gph</i> 67-NOT RECORDED-4</p> <p style="text-align: right;">3/10/52</p>				
SIGNATURE OR OTHER AUTHENTICATION				

Mr. W. R. Glavin

March 19, 19.

Director, FBI

PERSONNEL BRIEFING CLERK  
- SPECIAL AGENT  
NICHOLAS P. CALLAHAN - INSPECTOR

There is enclosed for your information and for delivery to [redacted] a letter censuring her and placing her on probation for a period of 90 days because of her failure to include in a reallocation memorandum which she prepared full and complete information concerning one of the required basic qualifications.

There are also enclosed for your information copies of letters of censure which have been directed to Special Agent Supervisor [redacted] and to Mr. H. P. Callahan because of their failure to detect the omission, and for their approval of the favorable reallocation recommendation. You will note that the letter to [redacted] places him on probation for a period of 90 days. At the expiration of that time, a special performance rating should be submitted on [redacted]'s, as well as on [redacted]'s, progress together with your recommendation concerning their continuance or removal from the probationary status.

Enclosures (3)

**JEE: scc**

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

COMM - FBI  
MAR 21 1952  
MAILED 28

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: March 15, 1952

FROM : H. L. Edwards *HL*SUBJECT: SA G. MARVIN GENTILE  
Washington Field Office  
Reallocation (Veteran)  
EOD - 7/8/46Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

There is attached a memorandum prepared in the Administrative Action Unit under date of 3-4-52 recommending that Agent Gentile be reallocated to Grade GS-13 on the basis of his service as a Field Office Supervisor for a period of one year. This memorandum was approved and by letter of 3-10-52 Agent Gentile was advised that he was being reallocated effective 3-16-52. The fanfold on this action has not yet left the Bureau.

A review of Agent Gentile's file, however, reveals that on 8-3-51 he was censured in connection with derelictions noted in two Departmental Applicant cases and at that time he was removed as a Field Office Supervisor. Accordingly, the attached memorandum of 3-4-52 was in error and Agent Gentile should not have been reallocated at this time since he is not a Field Office Supervisor and has not yet completed ten years of service as an Agent.

ACTION TAKEN

A stop has been placed with the Payroll Preparation Unit to prevent the fanfold from leaving the Bureau.

EXPLANATIONS

*223705-121*

The reallocation memorandum on Gentile was prepared by [redacted], a personnel files briefer in the Administrative Action Unit. Her memorandum concerning this matter is attached. It is noted that the addendum to the SAC instructing that Gentile be removed as a Field Office Supervisor appears at the top of a separate page of the letter of censure to the Agent of 8-3-51. [redacted] points out that in reviewing the file in connection with her preparation of the memorandum, she apparently failed to observe this addendum which was on a separate page and, therefore, omitted it from her memorandum. It may further be noted that at the time this memorandum was prepared, the volume of work in the unit was extremely heavy and the pressure upon the personnel briefers, including [redacted], was heavy. As she has pointed out, she had worked until 9:30 PM the night before the date she prepared the memorandum in question. [redacted]'s services in the past have been most satisfactory, and she has been a dependable and hard worker, willingly performing overtime whenever the occasion demanded.

b6  
b7c

Attachments

1-1 MAR 20 1952  
JEE:gt

*memo to Mr. Tolson  
WHL & JPM  
3/17/52*

*HL*



The reallocation memorandum on Gentile has reviewed and approved by Special Agent Supervisor [redacted] of the Administrative Action Unit. He has advised that he has no excuse for his failure to detect the error in the memorandum, he regrets exceedingly that it occurred, and he will make every effort to prevent any similar mistake in the future. It should also be noted that following the recent transfer of Special Agent Supervisor J. E. Edwards from the Administrative Action Unit to the office of Mr. H. L. Edwards, the volume of work performed by Agent [redacted] has been exceedingly heavy, necessitating long hours of overtime. During the week beginning Monday, March 3, 1952, during which week the Gentile memorandum was sent through, [redacted] averaged five hours and two minutes overtime per working day. b6 b7C

The reallocation of Gentile was also reviewed and approved by Inspector Callahan of the Administrative Division during the absence of Mr. Glavin from the city. Inspector Callahan stated that in approving such matters he endeavors to review such matters meticulously and he has no excuse for his failure to detect the error which has occurred in this case. He appreciates the seriousness of such an error and regrets deeply that it occurred and will make every effort to prevent a recurrence of such an error. It is pointed out that during the week in which this error occurred, the volume of material being handled was such that Inspector Callahan averaged three hours and twenty-five minutes overtime per working day.

As previously pointed out, the fanfold in this matter concerning the reallocation of Gentile has not been forwarded as yet to either the Department or to the Civil Service Commission and is being retained in [redacted]'s Office pending a final determination in this matter. In connection therewith, Mr. Edward Bechtold who is connected with the Veterans Service Section of the Civil Service Commission has advised that so long as the fanfold on a reallocation has not been processed, the promotion is not effective and therefore, can be undone. b6 b7C

#### RECOMMENDATIONS

Inasmuch as Special Agent Gentile was relieved of his duties as a Field Supervisor by the Bureau's instructions to his SAC under date of August 3, 1951, and is not presently being utilized in a supervisory capacity, it is not felt he is entitled to Grade GS-13 reallocation and it is recommended that it be cancelled. Agent Gentile should be advised accordingly together with the reasons therefor. b6 b7C

Memo to Mr. Glavin (continued)

It is noted that [redacted] is the Personnel Briefer who was responsible for the failure to include in the reallocation memorandum information reflecting the removal of Special Agent Gentile from his supervisory position at the time administrative action was taken against him in August, 1951, and accordingly, has been guilty of carelessness in this respect. Although [redacted] has been in the Bureau's service since June 18, 1945, and has been performing work in the Administrative Actions Unit since December, 10, 1950, this is the first time she has been responsible for such an omission. Her work, except for this instance, has been performed in an entirely satisfactory manner. It is recommended that she be censured by letter.

b6  
b7C

[redacted] who is the Supervisor in Charge of the Administrative Actions Unit should have in his review of the memorandum and service record of the employee caught the omission and was derelict in failing to do so. However, this is the first such error the Unit has ever made even though thousands of such memoranda have been prepared. In view of the exceedingly long hours put in by him when the voluntary overtime average of over five hours is considered, it is apparent that his alertness had to be at a low point. Except for this instance his work is considered to be above average. It is recommended that he be censured by letter.

Although Mr. Callahan likewise approved the memorandum recommending the reallocation, it is pointed out that in view of the tremendous volume of such memoranda and other memoranda and mail handled by him, it would be impossible except on a spot check basis for him to personally check the files and briefs in detail in every case and I don't think this is expected of him. However, he must ever be on the alert not to rely on the assumption that correct and accurate facts are always being submitted and must double his efforts to prevent any similar occurrences. It is recommended that he be advised accordingly by letter.

March 19, 1952

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

I have carefully reviewed the information submitted concerning the error recently made in the Administrative Division which involved the omission from a reallocation memorandum of full and complete information regarding one of the particularly pertinent qualifications required for favorable consideration.

In connection therewith it is pointed out that you, while acting in charge of the Division, personally reviewed the memorandum in question and improperly noted your concurrence with the favorable recommendation. In this instance it was definitely your responsibility to have insured at least that the required basic qualifications had been met and your failure to do so reflects carelessness on your part.

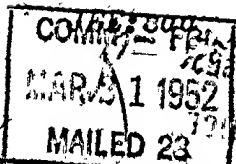
It is expected that in the future you will exercise the additional care necessary to preclude the possibility of any similar occurrence.

Very truly yours,

J. Edgar Hoover  
John Edgar Hoover  
Director

cc: Mr. Glavin (PSC) (entire)

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



11 MAR 28 1952

RECEIVED REI  
FBI  
MAR 20 5 05 PM '52

MR. TOLSON

March 17, 1952

W. D. CLAVIN

C. MARVIN CENTILE  
Special Agent  
Washington Field Office  
REALLOCATION (VETERAN)  
EOD - 7/3/43

[REDACTED]  
Personnel Briefing Clerk  
Personnel Section  
Administrative Division  
EOD - [REDACTED]

[REDACTED]  
Special Agent Supervisor  
Personnel Section  
Administrative Division

H. P. CALLAHAN  
Special Agent Supervisor  
Front Office  
Administrative Division

b6  
b7C

Reference is made to the attached memorandum submitted by Mr. H. L. Edwards to me, concerning erroneous reallocation of Special Agent C. Marvin Centile from Grade GS-12 to Grade GS-13, even though he had not had ten years of service as an agent nor was he in a supervisory position.

From the attached memorandum, it will be noted that Centile was removed from his supervisory position on August 3, 1951, and the clerk/briefing by the file failed to note this fact in a review of the file in preparing the brief for consideration for promotional action.

It will also be noted that Supervisor Joseph I. Cavanaugh, who is acting in charge of the Administrative Action Unit, failed to catch this error in reviewing the memorandum.

For your information, the memoranda prepared in such cases are prepared by a qualified briefing clerk and the memoranda are then reviewed and checked by a Special Agent Supervisor. This matter should have been caught by [REDACTED] in the Administrative Action Unit.

I also feel that Mr. Callahan in reviewing this matter, in my absence from the city, should have checked to determine that Special Agent Centile possessed the basic qualifications for consideration to promotion to Grade GS-13.

b6  
b7C

It is my recommendation that clerical employee [REDACTED] be severely censured and placed on probation.

With reference to Special Agent [REDACTED], I wish to state that he is acting as supervisor in charge of the Administrative Action Unit, since Supervisor J. E. Edwards was transferred to the position of assisting Mr. H. L. Edwards, as the result of a recent inspection of the Personnel Section. I know that [REDACTED] and the

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Alden \_\_\_\_\_  
Belmont \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

11 MAR 20 1952

Letter to Mr. Tolson (Continued)

Agents assigned to his Unit have been working exceptionally hard for a number of months past. The amount of work being referred to that Unit for attention has been exceptionally heavy. It will be noted that [redacted] has averaged more than five hours a day overtime during the week in which this error occurred. I discussed this matter with him, and although he does not know the hour in which he prepared the memorandum, he stated that it may have been at night when he was tired and not as alert as he would be earlier in the day. [redacted] has done a very good job in his present assignment. He is endeavoring to the best of his ability to keep the work rolling with a small staff. Had it not been for the fact that he has exhibited the loyalty and devotion to duty which he has, I would recommend that he be removed as a supervisor. b6 b7C

Taking into consideration the heavy volume of work being performed by him and realizing that during the week in question he averaged over five hours a day overtime, I recommend that he be severely censured and placed on probation and be advised that if there is a recurrence, he will be removed from any supervisory duties.

With reference to Mr. Callahan, he was handling not only his own desk but mine during my absence from the city. However, I do feel that exceptional care should have been exercised in approving recommendations for a Grade GS-13, and in view of this fact, I recommend that he be severely censured at this time.

I do wish to point out that this is the first error of this type that has ever come to the Bureau's attention and thousands of such memoranda have been prepared in the Administrative Division for action. I feel very keenly the fact that this matter was handled improperly. I have thoroughly discussed it with the Special Agent supervisory officials involved and have expressed my definite displeasure with the way this matter has been handled. Every effort will be made to see that there is no recurrence.

I concur with the recommendation made by Mr. E. L. Edwards that Special Agent Gentile be advised to the effect that the action was initiated in error and has been canceled, and that his grade and salary for the present will remain GS-12 \$7240.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Alden \_\_\_\_\_  
Belmont \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

PERMANENT BRIEFS OF THE FILES OF [redacted] AND [redacted]  
AND CALLAHAN ARE ATTACHED.

b6  
b7C

February 29, 1952

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on November 19, 1951.

This report reflects that you have no disqualifying physical defects.

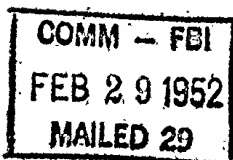
For your information, the 14 x 17 chest X ray afforded you was found to be normal.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

For your further information, the electrocardiogram afforded you was found to be normal.

Sincerely yours,

John Edgar Hoover  
Director



Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Alger \_\_\_\_\_  
Belmont \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC-Mr. Glavin ( P & C )

JVB:mfc

MAR 7 1952

✓ B P  
JVB

st

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS  
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270  
(1-1-50)

NAME CALLAHAN, Nicholas P. AGE 37 YEARS, 11 MONTHS  
NATIVITY (state of birth) D.C. MARRIED, SINGLE, WIDOWED: MARRIED NUMBER OF CHILDREN 3  
FAMILY HISTORY Father deceased - pneumonia and asthma.  
Mother living and well.

HISTORY OF ILLNESS OR INJURY Usual childhood diseases - hernia - 1932 -  
Appendectomy, 1936 - Broken ankle - 1942.

HEAD AND FACE N  
EYES: PUPILS (size, shape, reaction to light and distance, etc.) N

DISTANT VISION RT. 20/20, corrected to 20/

LT. 20/20, corrected to 20/

COLOR PERCEPTION Normal AOC 1940

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS. No

EARS: HEARING RT. WHISPERED VOICE /15' CONVERSATIONAL SPEECH 15/15'  
LT. WHISPERED VOICE /15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS No

NOSE N

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES N

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS N

TEETH AND GUMS (disease or anatomical defect): --

MISSING TEETH #1, 2, 3, 4, 13, 14, 15, 16,

NONVITAL TEETH -- /18, 30

PERIAPICAL DISEASE --

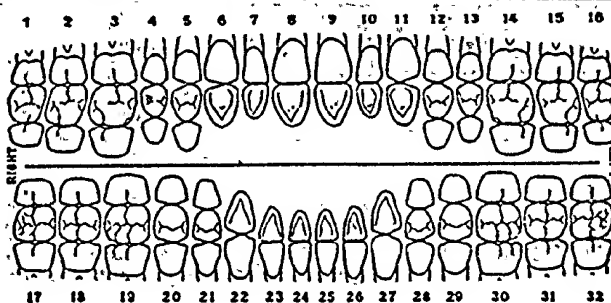
MARKED MALOCCLUSION --

PYORRHEA ALVEOLARIS --

TEETH REPLACED BY BRIDGES --

DENTURES P. Max repl. #1, 2, 3, 4, 13, 14,

REMARKS -- /15, 16.



s/Stephen A. Grady

RECORDED

(Signature of Dental Officer)

Med.

GENERAL BUILD AND APPEARANCE

TEMPERATURE

HEIGHT 5' 8 1/2"

WEIGHT 161 1/2

CHEST AT EXPIRATION

CHEST AT INSPIRATION

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS

RECENT GAIN OR LOSS, AMOUNT AND CAUSE

SKIN, HAIR, AND GLANDS

NECK (abnormalities, thyroid gland, trachea, larynx)

SPINE AND EXTREMITIES (bones, joints, muscles, feet)

11 MAR 7 1952

8 MAR 4 1952

THORAX (size, shape, movement, rib cage, mediastinum) N ALL. 5.13.52  
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. N  
14 x 17 Chest X ray - neg.

CARDIO-VASCULAR SYSTEM

HEART (note all signs of cardiac involvement) N

ECG-Normal

PULSE: BEFORE EXERCISE 85 BLOOD PRESSURE: SYSTOLIC 124

AFTER EXERCISE 94 DIASTOLIC 70

THREE MINUTES AFTER 82

CONDITION OF ARTERIES good CHARACTER OF PULSE Reg.

CONDITION OF VEINS good HEMORRHOIDS No

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) App. scar

GENITO-URINARY SYSTEM N

URINALYSIS: SP. GR. 1.013 ALB. N SUGAR N MICROSCOPICAL N

VENEREAL DISEASE No

NERVOUS SYSTEM N

(organic or functional disorders)

ROMBERG N INCOORDINATION (gait, speech) N

REFLEXES, SUPERFICIAL N DEEP (knee, ankle, elbow) N TREMORS N

SEROLOGICAL TESTS Kahn neg. BLOOD TYPE "O" Rh /

ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) No

SMALLPOX VACCINATION: DATE OF LAST VACCINATION

TYPHOID PROPHYLAXIS: NUMBER OF COURSES

DATE OF LAST COURSE

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE

SUMMARY OF DEFECTS NCD.

CAPABLE OF PERFORMING DUTIES INVOLVING Strenuous PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS Yes (yes or no)

(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary)

DATE OF EXAMINATION 11/19/51

EMPLOYEE'S INITIALS

s/H.E. Taylor LTJG

2/25/52



# The Ohio Casualty Insurance Company

HAMILTON, OHIO

## SUPPLEMENTAL AGREEMENT

A certain Bond, No. 321674, wherein Nicholas P. Callahan to Washington, D.C. is Principal, of 1032 Tausig Place, N.E. (Street and number) Washington, D.C. (City) Washington, D.C. (State) in the amount of Ten thousand (\$ 10,000.00) Dollars, in favor of Department of Justice and dated on or about the 1st day of June, 1946, on which The Ohio Casualty Insurance Company, of Hamilton, Ohio, is Surety.

IN CONSIDERATION of the payment by the Principal of \$ 8.00 in advance, and \$ 8.00 on each anniversary of the effective date of this Agreement so long as this Agreement is in force, The Ohio Casualty Insurance Company, of Hamilton, Ohio, (hereinafter called the Company), surety on that certain bond described above, does hereby agree with the Principal in said bond as follows:

Paragraph I That in the event any claim, demand, suit, action or other proceeding is made or brought under said bond for loss or damage arising out of an alleged breach of the conditions of said bond, the Company hereby agrees, subject to the conditions and limitations hereinafter set forth:

- A. To investigate all such claims or demands, of which the Company shall have notice as required herein.
- B. To defend, on behalf of the Principal, any suit, action or other proceeding brought to enforce such claims.
- C. To pay any sums not exceeding the amount specified in Paragraph II hereof, which the Principal has obligated himself to pay under said bond by reason of the liability imposed upon him by law on account of such claims, demands, suits, actions, or other proceedings.
- D. To waive any rights to be indemnified by, or to recover from, said Principal, any sums paid by the Company under said bond unless the amount of such sums exceeds the amount specified in Paragraph II of this Agreement.

Paragraph II The total liability of the Company under this Agreement is limited to the sum of Ten thousand (\$ 10,000.00) Dollars.

Paragraph III This Supplemental Agreement shall apply only to acts of the Principal occurring on or after the 1st day of June, 1949, and prior to the cancellation or termination of this Agreement or the bond as provided in Condition 9.

### THIS AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS, WHICH SHALL BE CONDITIONS PRECEDENT TO ANY RECOVERY HEREUNDER:

1. That this agreement shall not apply to any claim, demand, action, suit or other proceeding which is predicated, in whole or in part, on:

- (a) The dishonest or fraudulent act of the Principal, or the dishonest or fraudulent act of the Principal's agents, deputies or employees, for which the Principal may be liable under the bond;
- (b) The failure of said Principal to account for any moneys or funds, where such failure was due to the closing or insolvency of any bank or other depository, or to the suspension of payments by any bank or other depository;
- (c) The act of any agent, deputy or employee of the Principal (other than a dishonest or fraudulent act of the agent, deputy or employee of said Principal for which the Principal may be liable under the bond, which are expressly excluded in subparagraph (a) of this Condition), or the happening of any casualty or event where the Principal holds valid and collectible indemnity, suretyship, insurance or other security under which he would be indemnified, insured or made secure on account of such loss caused by such agent, deputy or employee or through the happening of such casualty or event.
- (d) Any act of the Principal, his agents, deputies or employees, which is not recoverable under the bond.

2. The Principal, on knowledge of any claim being made against him under the bond, and, if he is a certifying officer, on knowledge of any question being raised by the General Accounting Office concerning any voucher, or account certified by him, and, if he is not a certifying officer, on knowledge that any question has been raised concerning any act or omission which might give rise to a claim under the bond, shall give written notice thereof within ten days to the Company or to its authorized agent.

3. If claim is made or suit is brought against the Principal, the Principal shall immediately forward to the Company every demand, notice, summons, or other process received by him or his representatives.

4. The Principal shall cooperate with the Company in facilitating the investigation and disposition of claims and suits, and, upon the Company's request, shall attend hearings and trials and shall assist in the conduct of suits, in making settlements, in securing and giving evidence, and in obtaining the attendance of witnesses; but the Principal shall not, except at his own cost and risk, voluntarily assume any liability or incur any expense or settle any claims without the written consent of the Company previously given.

5. In the event of any payment by the Company of loss or expense under this Agreement, the Company shall be subrogated to all of the Principal's rights of recovery therefor, and the Principal shall execute all papers required and shall do everything necessary to secure such rights.

6. Where the Company has made any payments of any loss, costs or expense, such payments, as between the Principal and the Company, shall be deemed payments in reduction of the Company's liability under said bond and this Agreement, and the terms of this Agreement shall be applicable only to any remainder.

7. Irrespective of the number of years that this Agreement is in force and the number of annual payments made therefor by the Principal, the aggregate amount of the Company's liability under this Agreement shall not exceed the amount set forth in Paragraph II of this Agreement, which amount shall be considered a part of, but not in addition to, the amount of the bond.

ALPHABETICAL

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8. This Agreement shall be construed and interpreted as an agreement between the Principal and the Company for the purpose of determining as between themselves their respective rights and responsibilities under the bond, and shall not be deemed an agreement for the benefit of any third parties.

9. This Agreement shall apply only to acts occurring after the date hereof and prior to the expiration, termination or cancellation of the bond to which this Agreement is supplemental or prior to the cancellation or termination of this Agreement, whichever first occurs. The Company may cancel and terminate this agreement at any time by mailing cancellation notice to the Principal at the address given herein at least five (5) days prior to the date that said cancellation takes effect. The Principal may cancel and terminate this Agreement by like notice to the Company or by the surrender of this Agreement. If cancelled or terminated by the Company, the Company shall be entitled to the earned premium pro rata when determined. If cancelled or terminated by the Principal, the Company shall be entitled to the earned premium calculated on the basis of the usual short rate table.

10. This Agreement shall not apply to any claim, demand, suit, action or other proceeding which is not made or instituted within three years after the expiration of the Principal's term of office for which the bond was issued, or the cancellation or termination of this Agreement, whichever first occurs.

11. In the event the Principal aids or abets any person, firm, association or corporation in the making of any claim under said bond, or connives or is in collusion with any such person, or commits any fraudulent act causing a claim under the bond, this agreement shall be deemed null and void from the beginning.

12. This Agreement shall automatically terminate in the event of any default in the payment of the annual premiums hereinbefore specified in this Agreement, or in the event of any default in the payment of the premiums payable under the bond. The premiums payable under this Agreement are in addition to the premiums payable under the bond.

IN WITNESS WHEREOF, THE OHIO CASUALTY INSURANCE COMPANY has caused this Supplemental Agreement to be signed by its President and Secretary at Hamilton, Ohio, but the same shall not become effective until countersigned by a duly authorized agent of the Company.

THE OHIO CASUALTY INSURANCE COMPANY

Attest:

By

*Marion J. Eys.*

Secretary

*Howard Klauber*

President

Countersigned at ..... Washington, D.C. .... this 24th ..... day of June 1949

LONG & CURTIS

Authorized Agent  
PRES. SECT. TEXAS

SUPPLEMENTAL AGREEMENT

between

*The*

**OHIO**

**CASUALTY INSURANCE  
COMPANY**

*of*

**HAMILTON, OHIO**

*and*

Nicholas P. Callahan

Washington, D.C.

# The Ohio Casualty Insurance Company

HAMILTON, OHIO

## SUPPLEMENTAL AGREEMENT

A certain Bond, No. 484170, wherein Nicholas P. Callahan (Principal)  
 of Washington, D. C. (City) (State) is Principal,  
 in the amount of Ten Thousand (\$ 10,000.00) Dollars,  
 in favor of USA, Dept. of Justice  
 and dated on or about the 1st day of June, 1950, on which The Ohio  
 Casualty Insurance Company, of Hamilton, Ohio, is Surety.

IN CONSIDERATION of the payment by the Principal of \$ 8.00 in advance, and \$ 8.00  
 on each anniversary of the effective date of this Agreement so long as this Agreement is in force, The Ohio Casualty Insurance  
 Company, of Hamilton, Ohio (hereinafter called the Company), surety on that certain bond described above, does hereby agree  
 with the Principal in said bond as follows:

Paragraph I That in the event any claim, demand, suit, action or other proceeding is made or brought under said bond for loss or  
 damage arising out of an alleged breach of the conditions of said bond, the Company hereby agrees, subject to the con-  
 ditions and limitations hereinafter set forth:

- A. To investigate all such claims or demands, of which the Company shall have notice as required herein.
- B. To defend, on behalf of the Principal, any suit, action or other proceeding brought to enforce such claims.
- C. To pay any sums not exceeding the amount specified in Paragraph II hereof, which the Principal has obligated  
 himself to pay under said bond by reason of the liability imposed upon him by law on account of such claims, de-  
 mands, suits, actions, or other proceedings.
- D. To waive any rights to be indemnified by, or to recover from, said Principal, any sums paid by the Company under  
 said bond unless the amount of such sums exceeds the amount specified in Paragraph II of this Agreement.

Paragraph II The total liability of the Company under this Agreement is limited to the sum of Ten Thousand  
 (\$ 10,000.00) Dollars.

Paragraph III This Supplemental Agreement shall apply only to acts of the Principal occurring on or after the 1st day  
 of June, 1950, and prior to the cancellation or termination of this Agreement or the bond as pro-  
 vided in Condition 9.

### THIS AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS, WHICH SHALL BE CONDITIONS PRECEDENT TO ANY RECOVERY HEREUNDER:

1. That this agreement shall not apply to any claim, demand, action, suit or other proceeding which is predicated, in whole  
 or in part, on

(a) The dishonest or fraudulent act of the Principal, or the dishonest or fraudulent act of the Principal's agents, deputies  
 or employees, for which the Principal may be liable under the bond;

(b) The failure of said Principal to account for any moneys or funds, where such failure was due to the closing or in-  
 solvency of any bank or other depository, or to the suspension of payments by any bank or other depository;

(c) The act of any agent, deputy or employee of the Principal (other than a dishonest or fraudulent act of the agent,  
 deputy or employee of said Principal for which the Principal may be liable under the bond, which are expressly excluded in sub-  
 paragraph (a) of this Condition), or the happening of any casualty or event where the Principal holds valid and collectible indem-  
 nity, suretyship, insurance or other security under which he would be indemnified, insured or made secure on account of such loss  
 caused by such agent, deputy or employee or through the happening of such casualty or event.

(d) Any act of the Principal, his agents, deputies or employees, which is not recoverable under the bond.

2. The Principal, on knowledge of any claim being made against him under the bond, and, if he is a certifying officer, on  
 knowledge of any question being raised by the General Accounting Office concerning any voucher or account certified by him, and,  
 if he is not a certifying officer, on knowledge that any question has been raised concerning any act or omission which might give rise  
 to a claim under the bond, shall give written notice thereof within ten days to the Company or to its authorized agent.

3. If claim is made or suit is brought against the Principal, the Principal shall immediately forward to the Company every  
 demand, notice, summons, or other process received by him or his representatives.

4. The Principal shall cooperate with the Company in facilitating the investigation and disposition of claims and suits, and,  
 upon the Company's request, shall attend hearings and trials and shall assist in the conduct of suits, in making settlements, in  
 securing and giving evidence, and in obtaining the attendance of witnesses; but the Principal shall not, except at his own cost and risk,  
 voluntarily assume any liability or incur any expense or settle any claims without the written consent of the Company previously  
 given.

5. In the event of any payment by the Company of loss or expense under this Agreement, the Company shall be subrogated  
 to all of the Principal's rights of recovery therefor, and the Principal shall execute all papers required and shall do everything neces-  
 sary to secure such rights.

6. Where the Company has made any payments of any loss, costs or expense, such payments, as between the Principal and  
 the Company, shall be deemed payments in reduction of the Company's liability under said bond and this Agreement, and the terms  
 of this Agreement shall be applicable only to any remainder.

7. Irrespective of the number of years that this Agreement is in force and the number of annual payments made therefor by  
 the Principal, the aggregate amount of the Company's liability under this Agreement shall not exceed the amount set forth in Para-  
 graph II of this Agreement, which amount shall be considered a part of, but not in addition to, the amount of the bond.

8. This Agreement shall be construed and interpreted as an agreement between the Principal and the Company for the purpose of determining as between themselves their respective rights and responsibilities under the bond, and shall not be deemed an agreement for the benefit of any third parties.

9. This Agreement shall apply only to acts occurring after the date hereof and prior to the expiration, termination or cancellation of the bond to which this Agreement is supplemental or prior to the cancellation or termination of this Agreement, whichever first occurs. The Company may cancel and terminate this agreement at any time by mailing cancellation notice to the Principal at the address given herein at least five (5) days prior to the date that said cancellation takes effect. The Principal may cancel and terminate this Agreement by like notice to the Company or by the surrender of this Agreement. If cancelled or terminated by the Company, the Company shall be entitled to the earned premium pro rata when determined. If cancelled or terminated by the Principal, the Company shall be entitled to the earned premium calculated on the basis of the usual short rate table.

10. This Agreement shall not apply to any claim, demand, suit, action or other proceeding which is not made or instituted within three years after the expiration of the Principal's term of office for which the bond was issued, or the cancellation or termination of this Agreement, whichever first occurs.

11. In the event the Principal aids or abets any person, firm, association or corporation in the making of any claim under said bond, or connives or is in collusion with any such person, or commits any fraudulent act causing a claim under the bond, this agreement shall be deemed null and void from the beginning.

12. This Agreement shall automatically terminate in the event of any default in the payment of the annual premiums hereinbefore specified in this Agreement, or in the event of any default in the payment of the premiums payable under the bond. The premiums payable under this Agreement are in addition to the premiums payable under the bond.

IN WITNESS WHEREOF, THE OHIO CASUALTY INSURANCE COMPANY has caused this Supplemental Agreement to be signed by its President and Secretary at Hamilton, Ohio, but the same shall not become effective until countersigned by a duly authorized agent of the Company.

THE OHIO CASUALTY INSURANCE COMPANY

Attest:

By

*Marion J. Wynn*

Secretary

*Howard Klauber*

President

Countersigned at Washington, D. C. this 1st day of June 1945

*LONG & CURRY*

Authorized Agent

~~AGENT SIGNATURE~~

SUPPLEMENTAL AGREEMENT

between

*The*

**OHIO**

CASUALTY INSURANCE  
COMPANY

*of*

HAMILTON, OHIO

and

Nicholas P. Callahan

Washington, D. C.

LONG AND CURRY

GENERAL INSURANCE

BARR BUILDING - 910 17TH ST., N.W.

TELEPHONE NATIONAL 3610

WASHINGTON, D.C.

BOND \* MISCELLANEOUS

(When Surety is a Corporation)

KNOW ALL MEN BY THESE PRESENTS:

That we, Nicholas P. Callahan, as Principal, and United States Fidelity and Guaranty Company, a corporation organized under the laws of the State of Maryland, as surety, are held and firmly bound unto the United States of America in the full and just sum of Ten Thousand and no/100 - - - - - (\$10,000.00) Dollars, in lawful money of the United States, for which payment, well and truly to be made, we bind ourselves, jointly and severally, our joint and several heirs, executors and administrators, successors and assigns, firmly by these presents.

Sealed with our seals, and dated this 15th day of June, 1947.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH; That whereas the above bounden principal has been duly appointed and qualified for, and entered upon duty as Special Agent for the Federal Bureau of Investigation, United States Department of Justice.

NOW, THEREFORE if the said principal shall at all times henceforth faithfully fulfill and discharge all the duties of his said office, according to the laws of the United States and regulations made in conformity therewith, and shall safely keep and care for all public moneys and all other funds which may come into his hands by virtue of his said office, and shall faithfully disburse and honestly account, without fraud or delay for the same and for all public property placed in his charge or coming into his possession or control by virtue of his said office; and at the expiration or earlier termination of his term of office, faithfully account for and turn over to the proper official or authority thereto entitled, the moneys, securities, or other property for which he may be accountable; then the above obligation to be void and of no effect; otherwise to remain in full force and virtue.

THE rate of premium on this bond is \$1.00 per thousand; the annual premium on this bond is \$10.00, as shown by premium receipt hereto attached.

Signed, sealed, and delivered in the presence of -

Wm. C. Jackson  
Name

B. H. Davidsonville, Md.  
Address

Nicholas P. Callahan (SEAL)

UNITED STATES FIDELITY AND GUARANTY COMPANY

By Frederick Walker (Corporate Seal)  
Attorney-in-fact



b6  
b7C

Wash. D.C.

Address

February 26, 1952

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Mr. Callahan:

There has been brought to my attention the very able assistance you rendered in the reorganization of the Voucher Unit to handle the complete audit of Bureau vouchers.

I am particularly mindful of your splendid efforts in the establishment of ways and means for the handling of various phases of this work as well as the procurement of necessary equipment and material for the efficient operation of the Unit. I did not want this opportunity to pass without expressing to you my most sincere appreciation and commendation for your very fine services.

Sincerely yours,

J. Edgar Hoover

cc: Mr. Glavin (R&C)

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

75. 11 42 01 22 85  
67-4396  
EJI:bmc  
FEB 28 1952  
MAILED 25

COMM - FBI  
FEB 28 1952  
MAILED 25

RECEIVED READING ROOM  
FEB 26 5 04 PM '52



In Reply, Please Refer to  
File No.

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

February 25, 1952

WASHINGTON 25 D. C.

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson ☒  
Mr. Ladd ☒  
Mr. Nichols ☒  
Mr. Belmont ☒  
Mr. Clegg ☒  
Mr. Glavin ☒  
Mr. Harbo ☒  
Mr. Rosen ☒  
Mr. Tracy ☒  
Mr. Laughlin ☒  
Tele. Room ☒  
Mr. Holloman ☒  
Miss Gandy ☒

Pursuant to your request, I have today checked into the matter of the listing of Mr. Rosen on sick leave at home, whereas he has during the entire period of time been confined to Georgetown Hospital.

There is attached herewith a memorandum submitted by the Administrative Division in which the Movement Clerk contends that when she contacted Mr. Rosen's office each day, she was told that Mr. Rosen was on sick leave at home.

There is also attached a memorandum from Mr. Rosen's office which sets forth that each time the Movement Clerk called in the morning that the Movement Clerk did not specifically request information as to where Mr. Rosen was but that Mr. Rosen's office each time answered the Movement Clerk's inquiry by stating that Mr. Rosen was on sick leave.

*Investigative Div.*  
It will be noted that there is some variance in the above and I have had a double check made in the statements of the Movement Clerk and she contends that when she originally called regarding Mr. Rosen that she was told that Mr. Rosen was on sick leave at home, but that for the last three or four mornings when she called, she was merely told that he was on sick leave and, therefore, she presumed that he was still on sick leave at home.

Mr. Winterrowd advises that the first day Mr. Rosen was absent on sick leave that he advised Mr. Callahan in the Administrative Division that Mr. Rosen was confined to Georgetown Hospital.

It has not been possible to resolve what actually did transpire in view of the discrepancy noted above. However, it might be noted that the Movement Clerk did not specifically ask where Mr. Rosen was located while on sick leave, that is, whether at the Hospital or at his home. Of course, she contends that receiving advice from his office that he was on sick leave at home, that further inquiries on her part were not necessary.

The preparation of the availability memorandum <sup>34</sup> of the Administrative Division and it is incumbent upon them to see that this memorandum is accurate and in detail.

80001-1316

9 MAR 5 1952

**Memorandum for the Director**

This matter has been pointed out to Mr. Callahan in Mr. Glavin's absence by me and Mr. Callahan has been instructed that in the future every precaution should be taken to see that this memorandum is properly prepared and that the exact location of each official is clearly indicated.

Mr. Callahan advises that in the future there will be no further recurrence of this and that the Movement Clerk has been specifically instructed that when any official is either on sick leave or annual leave, she is to specifically inquire as to the exact location of the official on leave.

The Movement Clerk assigned to the Administrative Division is [redacted] and the employee handling this matter in Mr. Rosen's office is [redacted]

b6  
b7C

Respectfully submitted,

*F. C. Holloman*

F. C. Holloman

Attachments

FCH:eff

*This was atrociously  
handled by Glavin's  
office.*

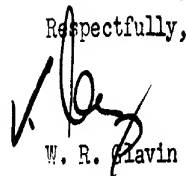
*h*



SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
N. P. Callahan	Inspector	9-25-51	Because of improper supervision of service award matters.

Respectfully,

  
W. R. Gavin

# Inspections General

January 3, 1952

## MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

NAME	OFFICE	DATE	LAST DATE OF LAST INSPECTION	RECHECK	NEXT INSPECTION	REASON
P. X. Tyly, II	Butte	5-8-51	12-14-51	---	Not assigned	Delinquencies disclosed during inspection in the Albuquerque Division Insp. H. Memo Submitted
J. E. X. Thornton	Boston Insp.	9-5-51	8-23-51	12-14-51	Not assigned	Delinquencies disclosed during inspection. H.
J. L. X. Dalton	Omaha	9-27-51	3-10-51	---	Assigned to Failure to assume personal supervision of a surveillance and poor judgment in imparting information.	
H. C. X. Maynor	Richmond	9-8-51	6-22-51	---	Not assigned	Failure to fulfill administrative responsibilities in inspection and maintenance of office safe and because of delinquencies disclosed during inspection of Buffalo Office.
		Continued	12-3-51	---		
						X Buffalo Inspection
C. H. X. Carson	Los Angeles	11-15-51	3-28-51	---	Not assigned	Unsatisfactory conditions found as result of Baltimore inspection.
R. W. X. Wall	Miami	12-15-51	12-5-51	---	Not assigned	Improper handling of a personnel matter.
J. C. X. Newman	Salt Lake City	12-21-51	12-6-51	---	Not assigned	Bad judgment in handling personnel relations.
(Ord to El Paso)						
R. J. X. Abbaticchio	San Francisco	12-29-51	6-16-51	---	Not assigned	Inspection delinquencies discovered during check of Cleveland Office. X Cleveland Insp.

Mr. Tolson ☒  
 Mr. Ladd ☒  
 Mr. Nichols ☒  
 Mr. Belmont ☒  
 Mr. Clegg ☒  
 Mr. Glavin ☒  
 Mr. Harbo ☒  
 Mr. Rosen ☒  
 Mr. Tracy ☒  
 Mr. Laughlin ☒  
 Mr. Mohr ☒  
 Mr. Nease ☒  
 Miss Gandy ☒

RECORDED

67-130-1716

64

JAN 10 1952

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

1-11-52

I certify that I have received the following Government property for official use:  
returned

SUPERVISOR'S MANUAL # 60

(issued Jan. 2, 1952)

RETURNED

*gl*  
SUPERVISOR'S MANUAL # 60 ✓

(issued Aug. 21, 1950)

ALPHABETICAL

NOT RECORDED

13 MAR 5 1952

READ

*106*  
*F138*  
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

59 MAR 10 1952

FILE

WRG

PER *EPB*

Very truly yours,

*N. P. Callahan*  
N. P. Callahan, SA

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 1-16-52

FROM : W. R. Glavin ✓

SUBJECT:

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Belmont ✓  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

In conformity with the recent request concerning Special Agent personnel who could be recommended for advancement in the Bureau's service, I wish to again list the following Special Agent personnel assigned to the Administrative Division who could be considered for such advancement:

N. P. Callahan

[Redacted]

b6  
 b7C

W. E. ~~Clark~~ 1  
 G. R. ~~Davidson~~ 9  
 H. L. ~~Edwards~~ 2  
 J. E. ~~Edwards~~ 3  
 A. P. ~~Gunsberg~~ 7  
 W. S. ~~Hyde~~ 11  
 W. E. ~~Leishear~~ 4  
 T. F. ~~King~~ 10  
 W. S. ~~Truvel~~ 5  
 T. D. ~~Webb~~ 1 ✓

I wish to further advise that SA Leo J. ~~Gauthier~~ and SA R. C. ~~Renneberger~~ possess the basic qualifications for further advancement in the Bureau; however, I personally feel they are best serving the Bureau in their present positions. I do not feel that it would be to the advantage of the Bureau to make a change in their assignment at this time.

The remaining supervisors assigned to this division have not been assigned to the division a sufficient period of time to permit me to definitely determine at this time whether they could be considered for additional advancement in the Bureau's service.

WRG:cr

RECORDED - 23

67-45961-207
Searched _____
Indexed _____
64
JAN 23 1952
FEDERAL BUREAU OF INVESTIGATION

106  
 26 FEB 4 1952

ENCL. (noting...)  
 note  
 pw

FEDERAL BUREAU OF INVESTIGATION

Room 5744 11-77, 1952  
Extension 351

To: ☐ Director  
☐ Mr. Tolson  
☐ Mr. Ladd  
☐ Mr. Nichols  
☐ Mr. Belmont  
☐ Mr. Clegg  
☐ Mr. Glavin  
☐ Mr. Harbo  
☐ Mr. Rosen  
☐ Mr. Tracy  
☐ Mr. Callahan  
☐ Mr. H. L. Edwards  
☐ Mr. Gearty  
☐ Mr. Gresham  
☐ Mr. M. A. Jones  
☐ Mr. Nease  
☐ Miss Gandy  
☐ Reading Room  
☒ Personnel Records Section  
☐ Records Section



See Me For Appropriate Action  
Send File Note and Return

*Please file withant  
routing to Com. Division*  
*[Signature]*

R. C. GRESHAM

J. P. Mohr

7-48961-207  
ENCLOSURE

b6  
b7C

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

FROM : H. L. Edwards

SUBJECT: NICHOLAS P. CALLAHAN  
Inspector  
Administrative Division

DATE: 1-3-52

RE: REMOVAL FROM PROBATION

This employee entered on duty 3-4-35 as a Messenger and on 6-26-39 he was appointed a Special Agent in Grade CAF-9, \$3200 per annum. On 1-11-48 he was reallocated to Grade CAF-14, \$8179.50 per annum and as a result of basic salary increases and uniform promotions, his salary was increased to GS-14, \$10,000 per annum. He is now being considered for removal from probation.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

b6  
b7c

By letter dated 9-25-51 his attention was called to the fact that the Service Award Unit under his direct supervision had been responsible for an error in failing to include Special Agent [redacted] on the 1951 list, as a result of which his Ten-Year Key and letter were delayed a number of months. As he was fully aware, an exhaustive inquiry had been conducted into this matter without revealing any excuse for the error. He was further advised that this instance was but one of a number of similar errors in handling this important function which had occurred under his supervision. In view of the above, he was placed on probation.

It is noted that Mr. Callahan accepted the action taken against him in an extremely fine manner and since that time has carried out his responsibilities in a completely satisfactory fashion.

RECOMMENDATION: It is recommended that he be removed from probation.

JEE/mfp

Let to employ  
advising of removal  
from probation  
JEE/pla  
1-7-52

I agree  
1-4

Rec appt  
1/4/52

gh.  
H

RECORDED - 84

67-43961-206
Searched _____
Numbered _____
9 JAN 10 1952
FEDERAL BUREAU OF INVESTIGATION

34  
89 JAN 15 1952

January 7, 1952

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

The Bureau is pleased to advise you that you are  
being removed from a probationary status.

Sincerely yours,

J. Edgar Hoover  
John Edgar Hoover  
Director

CC: Mr. Glavin (~~Confidential~~)

Movement  
Leave



(Sent Direct)

b6  
b7C

JEE:ple

JAN 7 3 11 PM '52  
F B I  
1396-205

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Mohr  
Tele. Rm.  
Nease  
Gandy

JAN 8 - 1952 2 15 PM '52  
U.S. DEPT. OF JUSTICE  
COMM. DIV.

JAN 16 1952  
DIRECTOR - DEPT. OF JUSTICE

Handwritten signature and initials over a redacted box.

# 0

## Inspections General

December 3, 1951

### MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

<u>NAME</u>	<u>OFFICE</u>	<u>DATE</u>	<u>LAST</u> <u>INSPECTION</u>	<u>DATE OF LAST</u> <u>RECHECK</u>	<u>NEXT</u> <u>INSPECTION</u>	<u>REASON</u>
P. <del>X</del> Wily, II	Butte	5-8-51	12-1-50	---	Assigned to Mr. Stein. Next on list.	Delinquencies disclosed during inspection in the Albuquerque Insp. Division.
H. O. <del>X</del> Hawkins	Mobile	5-15-51	7-19-51	---	Currently being in-spected.	Delinquencies disclosed during inspection of the Dallas Division. <del>X</del> Dallas Insp
J. E. <del>X</del> Thornton	Boston	9-5-51	8-23-51	---	Assigned to Mr. Long. To begin 12-5-51.	Delinquencies disclosed during inspection. <del>X</del> Boston Insp.
J. L. <del>X</del> Dalton	<del>X</del> Omaha	9-27-51	3-10-51	---	Assigned to Mr. Stein. 2nd on list.	Failure to assume personal supervision of a surveillance and poor judgment in imparting information.
H. G. <del>X</del> Maynor	Richmond	9-8-51 Continued 12-3-51	6-22-51	----	Not assigned	Failure to fulfill administrative responsibilities in inspection and maintenance of office safe and because of delinquencies disclosed during inspection of Buffalo Office.
C. H. <del>X</del> Carson	Los Angeles	11-15-51	3-28-51	---	64 Not assigned	<del>X</del> B. H. Insp. Unsatisfactory conditions found as result of <del>X</del> Baltimore inspection.

030-1698

*[Handwritten signature]*



# INSPECTION-GENERAL

November 1, 1951

## MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK	NEXT INSPECTION	REASON
E. A. Soucy	Knoxville	1-30-50 Continued 5-10-51	12-11-49	----	Assigned to Mr. Brown. 1st on list.	Lack of informant coverage in Bos- ton Division and because of de- linquencies dis- closed in the inspection of the Pittsburgh Office. <i>INSP</i>
P. Wyly, II	Butte	5-8-51	12-1-50	----	Assigned to Mr. Stein. 3rd on list.	Delinquencies disclosed during inspection in the Albuquerque Division. <i>INSP</i>
H. O. Hawkins	Mobile	5-15-51	7-19-51	----	Assigned to Mr. Brown. 3rd on list.	Delinquencies disclosed during inspection of the Dallas Division. <i>INSP</i>
J. E. Thornton	Boston	<i>INSP</i> 5-51	8-23-51	----	Not assigned.	Delinquencies disclosed during inspection.
J. L. Dalton	Omaha	<i>F.O.</i> 9-27-51	3-10-51	----	Not assigned.	Failure to assume personal supervision of a surveillance and poor judgment in imparting infor- mation.
H. G. Maynor (Ordered to Richmond)	Buffalo	<i>INSP</i> 51	10-16-50	Special Inquiry 8-24-51	Presently being in- spected by Mr. Long.	Failure to ful- fill administra- tive responsibil- ities in inspec- tion and main- tenance of office safe.

Mr. Tolson ☒  
Mr. Ladd ☐  
Mr. Nichols ☐  
Mr. Belmont ☐  
Mr. Clegg ☐  
Mr. Glavin ☐  
Mr. Harbo ☐  
Mr. Rosen ☐  
Mr. Tracy ☐  
Mr. Egan ☐  
Mr. Gurnea ☐  
Mr. Hendon ☐  
Mr. Pennington ☐  
Mr. Quinn Tamm ☐  
Mr. Nease ☐  
Mr. Gandy ☐

030-1686  
Presently being in-  
spected by Mr. Long.

*m* *ja*

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
N. P. <del>X</del> Callahan	Inspector	9-25-51	<del>X</del> Chief-Clerks-Office Because of improper supervision of service award matters.

Respectfully,

  
W. R. Glavin

Mr. S. A. Andretta, Administrative  
Assistant Attorney General

October 8, 1951

Director, FBI

Unused Tickets  
Inspector H. P. Callahan

Transmitted herewith are tickets number 6292, 6293 and  
6320 issued by the Pullman Company for transportation from  
Washington, D. C., New York, New York.

The above tickets were purchased with Government Transportation  
Requests J-49,167, J-49,168 and J-49,170, the memorandum copies  
of which are attached.

Attachment

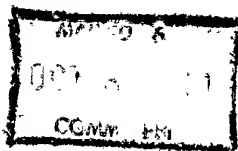
PGT-jd

P. W. V.

H. C. H.

J. E. T.

J. H. L.



ALPHABETICAL

FILED  
OCT. 10 1951

76 OCT 17 1951

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Mohr  
Tele. Room  
Nease  
Gandy

October 4, 1951

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson ☒  
Mr. Ladd ☐  
Mr. Nichols ☐  
Mr. Belmont ☐  
Mr. Clegg ☒  
Mr. Glavin ☒  
Mr. Harbo ☐  
Mr. Rosen ☐  
Mr. Tracy ☐  
Mr. Laughlin ☒  
Mr. Mohr ☒  
Tele. Room ☐  
Mr. Nease ☐  
Miss Gandy ☐

The following Special Agents in Charge are presently on probation

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK	NEXT INSPECTION	REASON
E. A. <del>X</del> Soucy	Knoxville	1-30-50 Continued 5-10-51	12-11-49	---	Assigned to Mr. Brown. 4th on list (mid-Novem- ber)	Lack of informant coverage in Boston Division and be- cause of delin- quencies disclosed in the inspection of the Pittsburgh Office.
A. C. <del>X</del> Schlenker	Savannah	10-13-50 Continued 11-16-50	9-21-51	---	Not assigned	Failure to main- tain stenographic work in current condition and in- adequate informant coverage in the San Juan Division.
P. <del>X</del> Wyly, II	Butte	5-8-51	12-1-50	---	Not assigned	Delinquencies dis- closed during in- spection in the Albuquerque <i>Inspection</i> Division.
H. O. <del>X</del> Hawkins	Mobile	5-15-51	7-19-51	---	Not assigned	Delinquencies dis- closed during in- spection of the Dallas <i>Inspection</i> Division.
J. E. <del>X</del> Thornton	<del>X</del> Boston	9-5-51	8-23-51	---	Not assigned	Delinquencies dis- closed during in- spection.
J. L. <del>X</del> Dalton	<del>X</del> Omaha	9-27-51	3-10-51	---	Not assigned	Failure to assume personal supervision of a surveillance and poor judgment in imparting informa- tion.
H. G. <del>X</del> Maynor	<del>X</del> Buffalo	9-8-51	10-16-50	---	Special Inquiry 8-24-51	Not assigned Failure to fulfill administrative responsibilities in inspection and main- tenance of office safe.

87-030-1677

RECORDED-22

9 OCT 15 1951

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
G. C. Callan	Inspector	8-1-51	As a result of the serious delinquencies noted in connection with the handling of a Departmental Applicant investigation.
A. Rosen	Assistant Director	8-1-51	As a result of the serious delinquencies noted in connection with the handling of a Departmental Applicant investigation.
E. D. Mason	Ass't to Mr. Clegg	8-9-51	In view of the matter in which certain assignments were carried out in connection with the Records and Communications Division.
W. R. Glavin	Assistant Director	8-10-51	In view of the completely unsatisfactory manner in which a memorandum was prepared by the Administrative Division, with respect to certain personnel matters involving employees of the Records and Communications Division.
N. P. Callahan	Inspector	9-25-51	Because of improper supervision of service award matters.

Respectfully,

Letters to Messrs. Callan, Rosen, Mason + Glavin;  
 Memo to Mr. Tolson + Dir.  
 Officials 10/12/51  
 W. R. Glavin  
 JEC

CC

OFFICE OF THE DIRECTOR

UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: October 8, 1951

FROM : W. R. GLAVIN

SUBJECT:

With reference to the Director's instructions to me concerning the possibility of increasing the salaries of Messrs. Mohr, Quinn Tamm, Callahan, and Parsons from Grade GS-14 to Grade GS-15, I had opportunity of discussing this matter informally with Mr. Spillman of the Classification Section of the Civil Service Commission and he stated that in the event the various Assistant Director positions were approved as presently set up in the Bureau's appropriations act, he saw no reason whatsoever for any difficulty being experienced in reallocating the Number One Man positions from Grade GS-14 to GS-15.

WRG:JC

110  
14 OCT 1951

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: September 19, 1951

FROM : W. R. GLAVIN

SUBJECT:

M. J. Callahan

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

I am attaching hereto a service award communication dated April 29, 1951 addressed to Special Agent [redacted] congratulating him on his completion of ten years of service in the Bureau.

In checking the personnel files of Bureau employees eligible for service award keys during the calendar year 1952, it was discovered that the clerical employees who checked the files for the calendar year 1951 had in error listed [redacted] to receive a key in 1952 rather than in 1951.

The mistake occurred through the clerical employee who checked the file, improperly computing the leave without pay period for this employee during his military service. The anniversary date reflected on the letter, April 29, 1951, is arrived at through the new policy established by the Bureau in allowing Bureau employees who left our service to enter the military service, full credit for the annual leave which they had accrued to them at the time they entered the military service, otherwise [redacted] would have been eligible for his ten year key on July 11, 1951 rather than April 29, 1951.

b6  
b7c

The two clerical employees responsible for this error are [redacted] and [redacted]. Memoranda received from these employees are attached which reflect that they were in error in computing the actual ten-year service date.

[redacted] resigned her position on September 15 due to her forthcoming marriage to a Bureau employee. [redacted] at the present time is a Movement Clerk in the Administrative Division.

I am also attaching hereto a memorandum from Mr. M. J. Callahan who has the responsibility for supervising the service award letters.

It is my recommendation that the attached service award communication be delivered to [redacted] who is presently in New Agents Training in Washington and that he be advised that the delay in delivery was because of an error in computation of his service time by the Administrative Division.

WRG:amb

NEXT PAGE

off.  
H.

SW  
 [Signature]

67-80001-1220

RECOMMENDATIONS OF DISCIPLINARY ACTION TO BE TAKEN

1. It is recommended that [redacted] be censured and placed on probation for her failure to properly compute the total service time of this employee.

memo to Mr. [redacted]  
Lee/ [redacted]  
9/25/51

2. Concern. Was her assignment as "Movement Clerk's promotion". H.

2. It is further recommended that a copy of this memorandum be placed in the file of former employee [redacted] since she is equally responsible with [redacted], both girls having checked the file under our present system, that is, each verified the computation of the other.

memo to Mr. [redacted]  
Lee/ [redacted]  
9/25/51

2. Concern.  
H.

3. With regard to Mr. Callahan, it is my recommendation that he be censured, placed on probation, and advised that any recurrence of such an error in connection with service award letters will result in his being removed from his present position.

letter to Callahan  
Lee/ [redacted]  
9/25/51

2. Concern.  
H.

4. It is further recommended that I receive a letter of censure and also that it be understood that any further errors such as this will result in my being relieved from my position.

letter to Mr. [redacted]  
Lee/ [redacted]  
9/25/51

2. Concern.  
H.

BRIEFS OF THE FILES OF MR. CALLAHAN AND [redacted] ARE ATTACHED HERETO.

3 copies  
V. [redacted]  
9/20

b6  
b7C



Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: September 13, 1951

FROM : W. R. GLAVIN

SUBJECT:

Reference is made to Mr. Clegg's memorandum to you on Service Award keys and letters dated September 13, 1951, which is attached hereto.

I wish to point out that insofar as [redacted] composing these letters is concerned, these letters are not composed by [redacted] but are selected by her from letters which have been composed by Agent Supervisors. In those instances where [redacted] feels that a special letter should be prepared, Mr. H. L. Edwards, Personnel Officer of the Bureau, is requested to prepare such special communication.

I had located [redacted] in her present location so that she would not be bothered by outside calls and visitors which were a matter of concern when she was assigned to the Front Office. In the crowded space conditions we have, it is such that in any spot in the Division she would be in a room with other people. I am changing her room of assignment to another room which may be less disturbing.

With reference to the two girls who are assisting [redacted], I wish to advise that these girls are checking the files of those employees who will be due for Service Award keys in 1952. In an effort to eliminate additional work in the Files Section, these two employees were sent up to Personnel Files to check the files there so that the files would not need to be charged out of the files. [redacted] goes up to the Personnel Files at least once a day to check with these girls and the girls have been instructed to bring every question to [redacted]'s attention.

Prior to the survey of this work by Mr. Clegg, discussions were had as to the desirability of preparing a card index file to assist in checking the employees' identities due for Service Award keys.

The number of cases of Service Award letters not being completed 30 days before the due date has been brought about by [redacted] rechecking calculations for the present calendar year and determining that such keys are due at an earlier date. Under our present system, in every instance where there is a break in service which will not be counted in allowing service credit for the employee, these files will be again rechecked to assure that no errors exist.

I regret very much that another case has arisen in the case

WFG:ako

Trans-Mr. Glavin  
Mr. Glavin  
Mr. Clegg  
Mr. Edwards  
Mr. [redacted]  
9/14/51  
9/15/51

15  
of [redacted] where the key was not awarded at the expiration of the 10-year period of service because clerical employees who computed the service last year computed it erroneously and removed it from the 1951 list.

I feel very keenly the responsibility for the errors in connection with Service Award keys and letters and have tried to develop a foolproof system in handling this particular work. I am hopeful that with the rechecking again of every employee due for a Service Award Key who has any break in service, that the errors which have cropped up in the past will be eliminated.

I have discussed this matter in detail with Mr. Callahan who has the supervisory responsibility for this program and with [redacted] I have advised them both that they must keep me advised at all times regarding this particular phase of our responsibilities, so that additional help or changes in procedure can be made immediately. I deeply feel the embarrassment I caused the Director in these particular cases. In the present case of [redacted] which is going through, I have recommended that Mr. Callahan be censured and placed on probation and I have also recommended that both he and I be relieved in the event there are any recurrences of a matter such as this.

*See memo  
attached for  
recommendation  
[signature]  
9/10.*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : N. P. CALLAHAN

SUBJECT:   
SERVICE AWARD

DATE: September 19, 1951

Tolson \_\_\_\_\_

Ladd \_\_\_\_\_

Clegg \_\_\_\_\_

Glavin \_\_\_\_\_

Nichols \_\_\_\_\_

Rosen \_\_\_\_\_

Tracy \_\_\_\_\_

Harbo \_\_\_\_\_

Belmont \_\_\_\_\_

Mohr \_\_\_\_\_

Tele. Room \_\_\_\_\_

Nease \_\_\_\_\_

Gandy \_\_\_\_\_

b6  
b7C

There are attached memoranda of explanation from  and  as to circumstances relating to the omission of the name of the above employee from the Service Award list for the calendar year 1951.

There is also attached a Service Award letter for approval dated April 29, 1951, which under the present policy is the anniversary date of this employee, advanced after deducting military leave and giving him credit for his accrued annual leave.

The appropriate Key <sup>5</sup> has been ordered and upon its receipt will be furnished to the employee, who is attending New Agents training classes in Washington at the present time.

This omission was noted when the list for the calendar year 1952 anniversaries was being prepared and was called to the writer's attention immediately upon its discovery.

Attachments

NPC:us

158  
3 SEP 29

100-43961-204

158

3 SEP 29

100-43961-204

*[Handwritten signature]*

September 25, 1951

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Callahan:

The Bureau is hereby calling your attention to the fact that the Service Award Unit under your direct supervision has again been responsible for a most embarrassing error in failing to include Special Agent [redacted] on the 1951 list, as a result of which his Ten-Year Key and letter were delayed a number of months. As you are by now fully aware, an exhaustive inquiry has been conducted into this matter without revealing any tenable excuse for the error. This instance is but one of a number of similar errors in handling this important function which have occurred under your supervision. Because of the seriousness of your apparently slipshod lackadaisical direction of this unit, the Bureau is placing you on probation.

b6  
b7C

It must surely be obvious to you that the Service Awards constitute one of the Bureau's most important programs, but its effectiveness and real value are rendered practically abortive if we cannot arrange to congratulate the employee and present his award and letter on his anniversary. This is one instance where delay and failure cannot be completely excused away by belated performance.

The Bureau does not intend to countenance any future recurrence of such an error. It is therefore expected that during and continuously after your probationary period, you will take it upon yourself to personally see that this unit functions with complete accuracy and efficiency.

Very truly yours,

CC - Mr. W. F. Clark (BAC)



SEP 26 1951

Movement Unit

John Edgar Hoover  
Director

RECEIVED  
FBI  
U.S. DEPT. OF JUSTICE  
SEP 26 1951

b6  
b7C

You should submit a special performance rating on this employee at the expiration of 90 days together with your recommendation regarding his removal from probation.

WLE:ctv

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Department of Justice  
Washington 25

A3-5  
44-1-8-9

September 20, 1951

Mr. N. P. Callahan *md*  
Federal Bureau of Investigation  
Washington 25, D. C.

Dear Mr. Callahan:

renewal  
This is to advise you that the bond executed by you to qualify as "Authorized Certifying Officer" under the provisions of the Act of December 29, 1941, 31 United States Code 82b-82e (55 Stat. 875) has been approved by the Secretary of the Treasury.

The head of the office or his chief assistant is hereby charged with the duty of notifying this office promptly of any change affecting your designation as a certifying officer. A copy is attached for his information.

Sincerely yours,

*S. B. Lindstrom*

Administrative  
Assistant Attorney General

Surety: The Ohio Casualty Insurance Company

Date bond executed: August 20, 1951

Effective date of bond: June 1, 1951

Date bond approved by Treasury Department: September 4, 1951

165  
EX-100  
2 1951  
F175

ALPHABETICAL  
NO. 1  
18 SEP 26 1951

3 *md*

Mr. S. A. Andretta, Administrative  
Assistant Attorney General  
Director, FBI

September 1, 1951

Cancelled Government Transportation Request  
H. P. Callahan

Transmitted herewith is Government Transportation Request  
Number J-49,164 issued by H. P. Callahan for transportation from  
Washington, D. C., to San Francisco, California and return, which  
has been cancelled.

The above-mentioned GTR is being returned to your office  
for appropriate disposition.

Attachment

FBI:doc 105

ALPHABETICAL

NOT RECORDED

SEP 1 1951

RECEIVED

FBI

1 15 36 PM '51

V.E.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

SEP 1 1951

SEP 17 1951

ALPHABETICAL

Mr. S. A. Andretta, Administrative  
Assistant Attorney General  
Director, FBI

August 9, 1951

Unused Tickets  
Inspector H. P. Gallahan

Transmitted herewith are tickets number 132026 and 132027 issued by the Santa Fe Railroad for transportation from Chicago, Illinois, to Los Angeles and return. Also transmitted herewith are tickets number 83035 and 83036 issued by the Chicago and Northwestern Railroad for transportation from Chicago, Illinois, to Los Angeles, California and return. Tickets number 5734, 5735, and 6430 which were issued by the Pullman Company for transportation from Chicago, Illinois, to Los Angeles, California have been cancelled and are transmitted herewith. In addition, there are transmitted herewith tickets 59538 and 59539 issued by the Santa Fe Railway Company for extra-fare accommodations and tickets 63003 and 63004 issued by the Chicago and Northwestern Railroad for a Special Service Charge.

The above tickets were purchased with G.I. J-76, 674, J-76, 675, J-76, 676, J-76, 682, J-76, 683, J-76, 684, J-76, 685, and J-76, 686 the memorandum copies of which are transmitted herewith.

Attachment

NPC:jd

RECEIVED  
F B I  
U.S. DEPT OF JUSTICE  
AUG 9 4 37 PM '51

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Alden \_\_\_\_\_  
Belmont \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

56 SEP 4 1951

*[Handwritten signature]*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : INSPECTOR N. P. CALLAHAN

DATE: JULY 20, 1951

FROM : SAC, CHICAGO

PERSONAL ATTENTION

SUBJECT:

REGISTERED MAIL

Attached you will find two round-trip tickets purchased on the Chicago & North Western Railroad under the name of N. P. CALLAHAN, two extra-fare tickets for use on the City of Los Angeles and two Pullman tickets for Bedrooms C & D, Car 1034. All of these were purchased for the use of the Director and Mr. TOLSON for July 17, 1951. The Pullman ticket cancellations are indicated on the reverse side of the memorandum copies of GTR J76,884.

Attached to the above-mentioned tickets are memorandum copies of GTRs J76,882, J76,883, J76,884, J76,885 and J76,886.

Also transmitted herewith are tickets purchased for the Director and Mr. TOLSON for travel from Chicago to Los Angeles aboard the Santa Fe Super Chief for July 17, 1951. Also attached are the memorandum copies of GTRs J76,874, J76,875 and J76,876. Cancellation of the Santa Fe space was effected at 3:30 PM on July 17, 1951, through Reservation Clerk No. 80. This cancellation is noted on the reverse side of the memorandum copy of GTR J76,875.

These are returned for your appropriate handling.

Enc.

GRM:MNW

*tickets & GTRS  
delivered to  
dept. 8-9-51  
JW*

*obligated  
8-8-51  
JH*

ALPHABETICAL

NOT RECORDED

AUG 21 1951

*[Handwritten signature]*



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : N. P. CALLAHAN *anal*

SUBJECT: *man*

DATE: 7/12/51

*5511*

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen

The writer will commence annual leave beginning Saturday morning, July 14, at which time I will depart Washington enroute to Bethany Beach, Delaware, where I will be in care of the Bethany Breakers Apartments.

I will return the evening of Saturday, July 28 and I will be at my residence.

PERSONNEL UNIT  
REC'D

ALPHABETICAL  
NOT RECORDED  
16 JUL 25 1951

CC - Movement

165  
4125  
192  
50 AUG 1 1951

*noted  
made*

*[Signature]*

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

6/9/51

I certify that I have received the following Government property for official use  
~~XXXXXXXX~~

Key to Room 5519

(For use of supervisors)

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

152-  
FILE  
WAG  
PS  
5 JUL 16 1951

Very truly yours,  
*N P Callahan*  
N. P. Callahan <sup>a</sup>

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

September, 18, 1951

I certify that I have ~~received~~ the following Government property for official use  
returned

*A-829315*  
Royal Portable #~~A-829815~~

13 SEP 22 1951

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

*McCallahan*  
N. P. Callahan, SA

Mr. W. R. Glavin

JULY 6, 1951

Director, FBI

~~PERSONAL AND CONFIDENTIAL~~

Nicholas P. Callahan  
Inspector

There is enclosed a letter of caution to Inspector Callahan in connection with his favorable recommendation of [redacted] for the position of Special Agent Accountant. Shortly after Brown entered the New Agents' Class, it was necessary to request his resignation since it was not felt that he came up to Bureau standards.

b6  
b7C

A copy of the letter is enclosed for your information.

CJD:ctg  
*[initials]*

DO JUL 11 1951

RECORDED

JUL 7-1951

RECEIVED - DIRECTOR  
U.S. DEPT. OF JUSTICE  
JUL 7 10 39 AM '51

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

3 18 PM  
FBI  
RECEIVED

*[Handwritten signature]*

July 6, 1951

Mr. Nicholas P. Callahan  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

Under date of March 26, 1951, [redacted] of Washington, D. C., was afforded an interview by you and favorably recommended for the position of Special Agent Accountant. He was tendered an appointment, entered the New Agents' Class on June 11, 1951, and shortly thereafter it was recommended that his resignation be requested since it was not felt that he came up to Bureau standards.

Various officials of the Training and Inspection Division who had an opportunity of observing this man did not feel that his personal qualifications were sufficiently impressive to be retained in the Bureau's service. In addition, his classroom work was below average and he failed two required examinations. In view of these factors, it was considered in the best interests of the Bureau to request his resignation, which was done.

The action taken by the Bureau in this case is being brought to your attention since you were responsible for selecting this individual in the original instance. I am sure you are aware of the minimum standards desired of a Special Agent and therefore I want to caution you to be more careful in evaluating applicants interviewed by you in the future.

Very truly yours,

John Edgar Hoover

John Edgar Hoover  
Director

CC - Mr. W. R. Glavin (P&C) | 100-21

CRD:etw

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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b6  
b7c

JUL 7 - 1951

RECORDED  
INDEXED  
JUL 7 9 25 AM '51  
FBI  
U.S. DEPT. OF JUSTICE

# FEDERAL BUREAU OF INVESTIGATION

## UNITED STATES DEPARTMENT OF JUSTICE

### REPORT OF PERFORMANCE RATING

Name of Employee: NICHOLAS P. CALLAHAN 123136

Where Assigned: ADMINISTRATIVE CHIEF CLERK'S OFFICE  
(Division) (Section, Unit)

Payroll Title: \_\_\_\_\_

Rating Period: from April 1, 1950 to March 31, 1951

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

msl

Rated by: [Signature] Assistant Director 3/31/51  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating approved by: [Signature] Assistant Director, JUN 1 1951  
Signature Title Date  
Federal Bureau of Investigation

TYPE OF REPORT

( ) Official  
(X) Annual

( ) Administrative  
( ) 60 day  
( ) Transfer  
( ) Separation from service  
( ) Special

67-43961-200

Searched .....  
Numbered .....  
Indexed .....  
Filed .....  
2 MAY 31 1951

FEDERAL BUREAU OF INVESTIGATION

REC'D

TELETYPE

REC'D

PERSONNEL UNIT

U.S. DEPT. OF JUSTICE

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee NICHOLAS P. CALLAHANTitle Special Agent

Rating Period: from \_\_\_\_\_ to \_\_\_\_\_

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- |  |  |
|--|--|
| <u>+</u> (1) Personal appearance.  | <u>✓</u> (17) Firearms ability.  |
| <u>+</u> (2) Personality and effectiveness of his personal contacts.   | <u>○</u> (18) Development of informants and sources of information.  |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).   | <u>○</u> (19) Reporting ability:<br><u>+</u> (a) Investigative reports<br><u>+</u> (b) Summary reports<br><u>+</u> (c) Memos, letters, wires<br>(Consider: _____ conciseness; _____ clarity; _____ organization;<br>_____ thoroughness; _____ accuracy; _____ adequacy and pertinency of leads; _____ administrative detail.)  |
| <u>✓</u> (4) Physical fitness (including health, energy, stamina).   | <u>○</u> (20) Performance as a witness.  |
| <u>+</u> (5) Resourcefulness and ingenuity.  | <u>+</u> (21) Executive ability:<br><u>+</u> (a) Leadership<br><u>+</u> (b) Ability to handle personnel<br><u>+</u> (c) Planning<br><u>+</u> (d) Making decisions<br><u>+</u> (e) Assignment of work<br><u>+</u> (f) Training subordinates<br><u>+</u> (g) Devising procedures<br><u>+</u> (h) Emotional stability<br><u>+</u> (i) Promoting high morale<br><u>+</u> (j) Getting results |
| <u>+</u> (6) Forcefulness and aggressiveness as required.  | <u>○</u> (22) Ability on raids and dangerous assignments:<br><u>+</u> (a) As leader<br><u>+</u> (b) As participant.  |
| <u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.  | <u>✓</u> (23) Organizational interest, such as making of suggestions for improvement.  |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.  | <u>+</u> (24) Ability to work under pressure.  |
| <u>+</u> (9) Planning ability and its application to the work.   | <u>○</u> (25) Miscellaneous. Specify and rate:<br>_____<br>_____<br>_____  |
| <u>+</u> (10) Accuracy and attention to pertinent detail.  |  |
| <u>+</u> (11) Industry, including energetic consistent application to duties.  |  |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  |  |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'knowhow' of application.   |  |
| <u>+</u> (14) Technical or mechanical skills.  |  |
| <u>○</u> (15) Investigative ability and results:<br><u>+</u> (a) Internal security cases<br><u>+</u> (b) Criminal or general investigative cases<br><u>+</u> (c) Fugitive cases<br><u>+</u> (d) Applicant cases<br><u>+</u> (e) Accounting cases |  |
| <u>○</u> (16) Physical surveillance ability.   |  |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): \_\_\_\_\_

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): \_\_\_\_\_

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory



NICHOLAS P. CALLAHAN  
ADMINISTRATIVE DIVISION

Mr. Callahan has continued as Number 1 man in the Administrative Division during the past year and as such has had primary responsibility for handling matters pertaining to the fiscal policies of the Bureau. It is his responsibility to handle budget matters, contract matters and related subjects.

He has continued to perform his duties in a most satisfactory manner and has been able to take over the supervision of the Administrative Division on a number of occasions during the past year when it has been necessary for me to be assigned to other duties or due to official absences from the city.

Mr. Callahan is most loyal to the Director and the Bureau and can be expected to re-do a good day's work each day. His overtime services compare very favorably with overtime services elsewhere in the Division and the Bureau.

He is a valuable contact man, having a number of personal contacts through whom he can secure information and services of value to the Bureau.

On July 20, 1950, his attention was called to a morale problem which was found during the inspection of the Administrative Division to exist in the Payroll Unit, and on September 5, 1950, he was told of the need for closer supervision of that same unit because of the improper personal activities of employees of that unit during official working hours.


On November 17, 1950, he was cautioned because of a delay in handling the Service Award Letter and Key for Special Agent [redacted] and on December 20, 1950, his attention was called to the omission of the employees under his supervision to have Service Award Letters signed and ready for mailing before placing them on tickler.

b6  
b7c

On December 26, 1950, he was also cautioned regarding the need for avoiding unnecessary delay in the submission of voluntary overtime reports.

I consider Mr. Callahan as a highly satisfactory Agent in his present grade. He has the ability and loyalty to the Director and the Bureau to advance further in the service, and I would have no hesitancy in recommending him for field executive position at any time.

WRG:JC

  
Initials

FEDERAL BUREAU OF INVESTIGATION  
FOIPA  
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 5

Page 145 ~ Duplicate to Sec 3 Pg 189

Page 146 ~ Duplicate to Sec 3 Pg 189

Page 147 ~ Duplicate to Sec 3 Pg 192

Page 148 ~ Duplicate to Sec 3 Pg 192

Page 149 ~ Duplicate to Sec 3 Pg 192